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CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

# Memorandum

MIAMI-DADE COUNTY

Agenda Item No. 8(O)(1)(C)

**Date:** March 18, 2008

**To:** Honorable Chairman Bruno A. Barreiro
and Members, Board of County Commissioners

**From:** George M. Burgess
County Manager

**Resolution No. R-292-08**

**Subject:** Resolution Requesting Authority to Exercise Option-to-Renew Periods Under Existing Non-Competitive Contracts that Would Bring the Cumulative Contract Value to More than $100,000

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**Recommendation**

It is recommended that the Board of County Commissioners delegate to the County Mayor the authority to exercise, in his discretion, the Options-to-Renew (OTRs) set forth in this item when in the best interest of the Miami-Dade County. On October 2, 2007 the Board approved Ordinance #07-139, providing for Committee review exemption. ***Contract amounts and department allocations represent the maximum spending authority based on estimated past usage. It does not guarantee that the total contract amount/value will be expended by County departments and/or agencies.***

**Scope**

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

**Fiscal Impact/Funding Source**

The accompanying OTR package states the allocation amount and funding source for each department utilizing a contract. ***Funding will be expended only if departmental budgets can support the expenditures as approved in their Resource Allocation Plan adopted annually by the Board.***

**Track Record/Monitor**

There are no known performance issues with the vendors recommended for award in the accompanying OTR package. Each department's contract manager is reflected in the accompanying agenda item.

**Delegated Authority**

If this item is approved, the County Mayor or his designee will have the authority to exercise, in his discretion, subsequent OTRs, in accordance with the terms and conditions of the contracts listed in the accompanying package. The Board is approving delegation to the County Mayor or his designee.

**Background**

The non-competitive contracts listed in this item require approval to exercise OTRs contained in each contract that would, if exercised, bring the cumulative value of the contract over $100,000. Each of the contracts were awarded under the County Manager's delegated authority ($100,000 for non-competitive procurements) pursuant to Section 2-8.1(b) of the County Code and the Master Procurement Administrative Order, A.O. 3-38.

Prior to exercising any Options-to-Renew (OTR) periods, 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. The OTRs for each contract in this package will be executed if determined to be in the best interest of the County.

**Item 1: Accelerated Data Systems Software Maintenance and Support** seeks authority to exercise OTRs for a contract for software maintenance technical support services and training provided by Accelerated Data Systems, Inc. for the Finance Department. The total amount being requested for the remaining option years is **$190,928**.

**Item 2: SIGMA Software Maintenance and Support** seeks authority to exercise OTRs for a contract for software upgrades and maintenance services provided by Cooperative Personnel Services for the SIGMA Management System for the Human Resources Department. The total amount being requested for the remaining option years is **$90,000**.

**Item 3: Credit Underwriting Services** seeks authority to exercise OTRs for a contract for credit underwriting and subsidy layering reviews for applications submitted to the Office of Community and Economic Development. The total amount being requested for the option years is **$378,000**.

**Item 4: Telestaff Software Maintenance and License Fees** seeks authority to exercise the final OTR for the continuation of the annual maintenance of the Telestaff software used by Miami-Dade Fire Rescue (MDFR). The total amount being requested for the option year is **$21,875**.

Assistant County Manager

# MEMORANDUM
(Revised)

TO: Honorable Chairman Bruno A. Barreiro and Members, Board of County Commissioners

DATE: March 18, 2008

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

SUBJECT: Agenda Item No. 8(O)(1)(C)

Please note any items checked.

_____ "4-Day Rule" ("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

_____ Bid waiver requiring County Manager's written recommendation

_____ Ordinance creating a new board requires detailed County Manager's report for public hearing

✓ Housekeeping item (no policy decision required)

_____ No committee review

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(O)(1)(C)
03-18-08

RESOLUTION NO. R-292-08

RESOLUTION AUTHORIZING THE MAYOR TO EXERCISE OPTION-TO-RENEW PERIODS FOR NON-COMPETITIVE CONTRACTS AWARDED UNDER THE COUNTY MAYOR'S OR HIS DESIGNEE'S DELEGATED AUTHORITY FOR THE PURCHASE OF GOODS AND SERVICES

**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 the authority to exercise, in his 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 his designee to execute any an all documents necessary to give effect to those renewals.

The foregoing resolution was offered by Commissioner **Jose "Pepe" Diaz**, who moved its adoption. The motion was seconded by Commissioner **Sally A. Heyman** and upon being put to a vote, the vote was as follows:

Bruno A. Barreiro, Chairman **aye**
Barbara J. Jordan, Vice-Chairwoman **aye**

| | | | |
|---|---|---|---|
| Jose "Pepe" Diaz | **aye** | Audrey M. Edmonson | **aye** |
| Carlos A. Gimenez | **aye** | Sally A. Heyman | **aye** |
| Joe A. Martinez | **aye** | Dennis C. Moss | **aye** |
| Dorrin D. Rolle | **aye** | Natacha Seijas | **aye** |
| Katy Sorenson | **aye** | Rebeca Sosa | **aye** |
| Sen. Javier D. Souto | **aye** | | |

The Chairperson thereupon declared the resolution duly passed and adopted this 18th day of March, 2008 . This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF COUNTY
COMMISSIONERS

HARVEY RUVIN, CLERK

COUNTY COMMISSIONERS MIAMI-DADE COUNTY FLORIDA

B **Kay Sullivan**
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Hugo Benitez

**Item No. 1**

**RECOMMENDATION**

It is recommended that the Board authorize the County Mayor or his designee to exercise the four remaining Option-to-Renew (OTR) periods for software maintenance, technical support services and training provided by Accelerated Data Systems, Inc. for the Finance Department. The current contract is in the first of five OTR periods which expires on June 30, 2008. Exercising the remaining four OTR periods will bring the cumulative value of the contract to $286,392.

| | | |
|---|---|---|
| **Contract No.:** | BW7940-5/11-1 | |
| **Contract Title:** | **Accelerated Data Systems Software Maintenance and Support** | |
| **Description:** | This contract was established for the purchase of software maintenance technical support services and training for the Finance Department. | |
| **Initial Contract Term and Estimated Usage:** | July 1, 2006 to June 30, 2007 | **$ 47,732** |
| **First OTR and Usage:** | July 1, 2007 to June 30, 2008 | **$ 47,732** |
| **Four OTRs and Usage:** | July 1, 2008 to June 30, 2012 | **$190,928** |
| **Cumulative Value:** | | **$286,392** |
| **Managing Agency and Funding Source:** | Finance - Proprietary Revenue | |
| **Contract Measure:** | No measure. This is a non-competitive contract. | |
| **Local Preference:** | Not applicable | |
| **Living Wage:** | The Living Wage Ordinance does not apply. | |
| **User Access Program:** | This contract includes the User Access Program provision. The 2% discount is being collected on all purchases. | |

| **Vendor:** | **Address** | **Principal** |
|---|---|---|
| •Accelerated Data System, Inc. (Non-local vendor) | 5295 DTC Pkwy. Greenwood Village, Co. 80111 | Phillip M. Justus |

| | |
|---|---|
| **Performance Data:** | There are no performance issues with this firm. |
| **Compliance Data:** | There are no compliance issues with this firm. |
| **Contract Managers:** | Dakota Thompson, Department of Procurement Management<br>Willis Patterson, Finance Department |

**JUSTIFICATION**

This contract includes ongoing software maintenance, technical support services and training required for the collections software system provided by Accelerated Data Systems (ADS), Inc. for the Finance Department.

This contract was established under a competitive Request for Proposals process to acquire receivable and collections software to support the need to recover money owed to various County departments. The Credit and Collection Section of the Finance Department is responsible for the collection of delinquent accounts for various departments throughout the County.

The continuation of this contract is required to provide Finance with the necessary maintenance and support services for the proprietary ADS system. The ongoing maintenance and support services under this agreement are proprietary to ADS.

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**Item No. 2**

**RECOMMENDATION**

It is recommended that the Board authorize the County Mayor or his designee to exercise the nine remaining Option-to-Renew (OTR) periods for software upgrades and maintenance services provided by Cooperative Personnel Services for the SIGMA Management System, located at the Human Resources Department (HR). The current term is in the first OTR period which expires on April 30, 2008. Exercising the remaining nine OTR periods will bring the cumulative value of the contract to $180,030.

**Contract No.:** BW7999-10/17-1

**Contract Title:** **SIGMA Software Maintenance and Support**

**Description:** This contract was established for the purchase of software upgrades and maintenance services agreement for SIGMA 5 Applicant Management System (AMS), Professional Edition and SIGMA Test Management System (TMS) utilized by HR.

| | | |
|---|---|---|
| **Initial Contract Term and Estimated Usage:** | May 04, 2006 to April 30, 2007 | **$ 80,030** |
| **First OTR and Usage:** | May 01, 2007 to April 30, 2008 | **$ 10,000** * |
| **Nine OTRs and Usage:** | May 01, 2008 to April 30, 2017 | **$ 90,000** |
| **Cumulative Value:** | | **$180,030** |

*The contract was modified to decrease the allocation by $70,030 for a total of **$10,000 for one year.**

**Managing Agency and Funding Source:** HR - General Fund

**Contract Measure:** No measure. This is a non-competitive contract.

**Local Preference:** Not applicable

**Living Wage:** The Living Wage Ordinance does not apply.

**User Access Program:** This contract includes the User Access Program provision. The 2% discount is being collected on all purchases.

| **Vendor:** | **Address** | **Principal** |
|---|---|---|
| •Cooperative Personnel Services (Non-local vendor) | 115 Perimeter Center Pl. Atlanta, GA 30346 | Marjorie H. Young |

**Performance Data:** There are no performance issues with this firm.

**Compliance Data:** There are no compliance issues with this firm.

**Contract Managers:** Dakota Thompson, Department of Procurement Management

Edsel Abreu, Human Resources Department

**JUSTIFICATION**

This contract is to provide software upgrades and maintenance services for the SIGMA 5 Applicant Management System (AMS) Professional Edition and SIGMA Test (TMS) for the Human Resources Department. The SIGMA 4 application is used in conjunction with several other packaged applications in the Testing and Validation Section. This system is used to score applicant's test, analyze test results, produce statistical reports, store applicant demographic data, test data and applicant scores.

SIGMA is an automated applicant management system, designed to support the routine applicant tracking and processing operations of recruitment, including screening, examination, selection, register maintenance, statistical analysis, test development, affirmative action and workload reporting.

This application has been in use by the department since 1990, representing a significant investment in end-user and technical staff to support the solution. The ongoing maintenance and technical support is proprietary to Cooperative Personnel Services (CPS) d/b/a CPS Human Resource Services. Market research indicates that there are other companies capable of providing similar software; however, only CPS can meet all of the requirements of HR which include the ability to customize tests for job applicants that are unique to the AMS and TMS system.

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**RECOMMENDATION**

It is recommended that the Board authorize the County Mayor or his designee to exercise the Option-to-Renew (OTR) periods to provide credit underwriting and subsidy layering review for applications submitted to the Office of Community and Economic Development (OCED). The current contract term expires on April 3, 2008. Exercising four OTR periods will bring the cumulative value of the contract to $472,500.

| | | |
|---|---|---|
| **Contract No.:** | BW8244-4/12 | |
| **Contract Title:** | **Credit Underwriting Services** | |
| **Description:** | This contract is established for the purchase of credit underwriting and subsidy layering review for applications received by OCED for gap funding. | |
| **Initial Contract Term and Estimated Usage:** | April 4, 2007 to April 3, 2008 | **$ 94,500** |
| **Four OTRs and Usage:** | April 4, 2008 to April 3, 2012 | **$378,000** |
| **Cumulative Value:** | | **$472,500** |
| **Managing Agency and Funding Source:** | OECD - Federal Revenue | |
| **Contract Measure:** | No measure. This is a non-competitive contract. | |
| **Local Preference:** | Not applicable | |
| **Living Wage:** | The Living Wage Ordinance does not apply. | |
| **User Access Program:** | This contract includes the User Access Program provision. The 2% discount is being collected on all purchases. | |

| **Vendors:** | **Address** | **Principal** |
|---|---|---|
| •AmeriNational Community Services (Non-local vendor) | 8121 E. Florence Ave. Downey, CA 90420 | Norbert Conzemius |
| •First Housing Development Corp. of Florida (Non-local vendor) | 1715 N. West Shore Blvd. Tampa, FL 33607 | Douglas I. McCree |
| •Seltzer Management Group (Non-local vendor) | 17633 Ashley Dr. Panama City, FL 32413 | Benjamin S. Johnson |

**Performance Data:** There are no performance issues for all three firms.

**Compliance Data:** There are no compliance issues for all three firms

**Contract Managers:** Namita Uppal, Department of Procurement Management

Sheila Martinez, Office of Community and Economic Development

**JUSTIFICATION**

This contract will provide credit underwriting services to the Office of Community and Economic Development with three service providers: AmeriNational Community Services, First Housing Development Corporation of Florida and Seltzer Management Group. These three firms were already under a contract, established under a competitive Request for Proposals process.

These firms provide underwriting services and review of subsidy applications received under the Request for Applications for Gap Funding in Fiscal Year 2007. Credit underwriting and subsidy layering reviews enable the County to determine if requested loan amounts are adequate, and do not exceed the amount necessary for financial feasibility of proposed projects. Failure to use these services may result in under or over funding of applicants, and significantly affect the County's ability to make the best use of Surtax Funds.

It is in the County's best interest to continue contracting with these three firms to reduce costs to applicants by leveraging the work already done by these firms under the Florida Housing Finance Corp. (FHFC) tax credit underwriting. This will avoid duplication of work between FHFC and the County and will ensure that the County has access to timely and accurate information. This will accelerate the review and approval of applications, and provide consistent standards for the underwriting process.

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**Item No. 4**

**RECOMMENDATION**

It is recommended that the Board authorize the County Mayor or his designee to exercise the final Option-to-Renew (OTR) period for the continuation of the annual maintenance of the Telestaff software used by Miami-Dade Fire Rescue (MDFR). The software is designed for the management and automation of personnel scheduling activities in MDFR. The current contract is in the final OTR period which expires on April 12, 2008. Exercising the remaining OTR period will bring the cumulative value of the contract to $109,375.

| | | |
|---|---|---|
| **Contract No.:** | SS7365-4/09-3 | |
| **Contract Title:** | **Telestaff Software Maintenance and License Fees** | |
| **Description:** | This contract is for the annual maintenance of Telestaff software used by MDFR to develop its work rosters as well as facilitate locator roster activities. | |
| **Initial Contract Term and Estimated Usage:** | April 13, 2004 through April 12, 2005 | **$ 21,875** |
| **Three OTRs and Usage:** | April 13, 2005 through April 12, 2008 | **$ 65,625** |
| **Final OTR and Usage:** | April 13, 2008 through April 12, 2009 | **$ 21,875** |
| **Cumulative Value:** | | **$109,375** |
| **Managing Agency and Funding Source:** | MDFR - Fire District Funds | |
| **Contract Measure:** | No measure. This is a non-competitive contract. | |
| **Local Preference:** | Not applicable | |
| **User Access Program:** | This contract includes the User Access Program provision. The 2% discount is being collected on all purchases. | |

| **Vendor:** | **Address** | **Principal** |
|---|---|---|
| •Principal Decision Systems (Non-local vendor) | 625 The City Dr., Suite 190 Orange, CA 92868 | Kathryn Prancevic |

| | |
|---|---|
| **Performance Data:** | There are no performance issues with this firm. |
| **Compliance Data:** | There are no compliance issues with this firm. |
| **Contract Managers:** | Margaret Waters, Department of Procurement Management<br>Marianela Betancourt, Miami-Dade Fire Rescue |

**JUSTIFICATION**

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This contract is for the annual maintenance of Telestaff software used by the Miami-Dade Fire Rescue (MDFR) department to develop its work rosters as well as facilitate locator roster activities. This system interfaces with the Computer Aided Dispatch System, which feeds information to the central dispatch system to assist MDFR in the assignment of the closest unit to the scene of an incident. This system is unique in that it fully automates the dispatch process. Without user intervention, Telestaff determines when and where a vacancy has occurred, it identifies skills and abilities for the vacancy, and using the hiring criteria entered in the system, contacts personnel through 16 "built-in" phone lines which allow field personnel to accept work assignments directly through a computer or through a touchtone telephone. This software is an integral part of MDFR's daily operations.

Principal Decision Systems International (PDSI) is the sole source vendor for this proprietary software and maintenance service.

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