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

Memorandum

MIAMI-DADE COUNTY

Date:	June 21, 2016
To:	Honorable Chairman Jean Monestime and Members, Board of County Commissioners
From:	Carlos A. Gimenez Mayor
Subject:	Recommendation for Approval of a Designated Purchase under Contract No. EPP-RFP613-3(6), Ballot Order Tracking System

Agenda Item No. 14(A)(6)

Resolution No. R-568-16

Recommendation

It is recommended that the Board of County Commissioners (Board) approve this request for a designated purchase under *Contract No. EPP-RFP613-3(6), Ballot Order Tracking System*, for the Information Technology Department. This contract is managed by the Information Technology Department on behalf of the Elections Department. Approval of a designated purchase is being requested, pursuant to Section 2-8.1(b)(3) of the Miami-Dade County Code, to authorize increased expenditure authority of $315,000 for the purchase of enhancements to the Elections Department's existing ballot order tracking and warehouse management system.

This contract was awarded to Wireless Data Systems, Inc. (WDS) in May 2008 under delegated authority for the development of a Ballot Order Tracking and Warehouse Management System (System) for the Elections Department. The System is necessary for the management of ballot printing, inventory of ballots and all elections equipment, to ensure accurate assignment of equipment to precincts, and storage of voted ballots.

This enhancement will allow the Elections Department to use the system to its full capabilities and serve the growing needs of the Department. The required enhancements include the ability to reconcile ballots which were ordered, received, and utilized to more accurately ascertain the need for additional inventory levels; added functionality through the use of tablets that communicate with the Elections Centralized Call Center to track assignment of critical items assigned to each precinct on Election Day; and will formalize a trackable chain of custody process in one comprehensive system.

This enhancement will provide the Department with the security that all assets are being assigned, delivered, and retrieved. Furthermore, the enhancement to the Ballot Order Tracking System will provide a more streamlined and effective planning process; will allow for the monitoring of all elections activities on a real-time basis to make operational decisions while voting is on-going and address any potential challenges; and ensure all results have been accounted for and tabulated.

The System is a proprietary application, developed and customized to meet the specific operational requirements of the Elections Department. As such, only WDS is able to provide these enhancements which will allow the Elections Department to better monitor elections activities and allocate equipment. This item is being presented for Board approval as a designated purchase because competition for the provision of the enhancements is impracticable due to the proprietary nature of the System. Having another vendor provide the enhancements would necessitate replacing the existing application with a new product at a considerable expense to the County. Accordingly, it is in the best interest of the County to authorize this designated purchase to assure timely completion of the needed enhancements.

Scope

The impact of this item is countywide in nature.

Fiscal Impact/Funding Source

The contract term is three (3) years plus six (6), two-year options to renew. The contract is in the third option to renew period which has an existing allocation of $128,000 and expires on May 13, 2017. This recommended additional expenditure authority of $315,000 will bring the value of this option period to $443,000 and the contract's cumulative value to $1,267,000.

Department	Existing Allocation for Current Option to Renew Term	Additional Allocation Requested	Modified Allocation	Funding Source	Contract Manager
Information Technology	$128,000	$315,000	$ 443,000	Internal Service Funds	Albert Falcon
Total:	**$128,000**	**$315,000**	**$443,000**		

Track Record/Monitor

Santiago A. Pastoriza 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

Awardee	Principal Address	Local Address	Principal
Wireless Data Systems, Inc.	20423 State Road 7 F-6 #6182 Boca Raton, FL	None	David Whitt

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 are no adverse findings relating to contractor responsibility.

Applicable Ordinances and Contract Measures

- The two (2) percent User Access Program provision applies.
- The Small Business Enterprise Selection Factor was applied in accordance with the Ordinance.
- The Local Preference Ordinance was applied.
- 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: June 21, 2016

FROM: Abigail Price-Williams
County Attorney

SUBJECT: Agenda Item No. 14(A)(6)

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. 14(A)(6)
6-21-16

RESOLUTION NO. R-568-16

RESOLUTION AUTHORIZING DESIGNATED PURCHASE PURSUANT TO SECTION 2-8.1(B)(3) OF THE COUNTY CODE BY A TWO-THIRDS VOTE OF THE BOARD MEMBERS PRESENT; AUTHORIZING ADDITIONAL EXPENDITURE AUTHORITY IN AN AMOUNT UP TO $315,000.00 FOR CONTRACT NO. EPP-RFP613-3(6) FOR PURCHASE OF ENHANCEMENTS TO THE BALLOT ORDER TRACKING SYSTEM FOR THE INFORMATION TECHNOLOGY DEPARTMENT; 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 authorize additional expenditure authority in an amount up to $315,000.00 for Contract No. EPP-RFP613-3(6) for the purchase of enhancements to the Ballot Order Tracking System for the Information Technology Department, 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 document is on file with and available upon request from the Internal Services Department, Procurement Management Services Division.

The foregoing resolution was offered by Commissioner **Esteban L. Bovo, Jr.**, who moved its adoption. The motion was seconded by Commissioner **Rebeca Sosa** and upon being put to a vote, the vote was as follows:

Jean Monestime, Chairman **aye**
Esteban L. Bovo, Jr., Vice Chairman **aye**

Bruno A. Barreiro	**aye**	Daniella Levine Cava	**aye**
Jose "Pepe" Diaz	**absent**	Audrey M. Edmonson	**aye**
Sally A. Heyman	**aye**	Barbara J. Jordan	**aye**
Dennis C. Moss	**aye**	Rebeca Sosa	**aye**
Sen. Javier D. Souto	**aye**	Xavier L. Suarez	**aye**
Juan C. Zapata	**aye**		

The Chairperson thereupon declared the resolution duly passed and adopted this 21st day of June, 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: Christopher Agrippa
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Oren Rosenthal