

Memorandum



Date: November 14, 2012

To: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor 

Subject: Status on the Establishment of the User Access Program Fee Pilot Program Utilizing the County's Miscellaneous Construction Contract Program

This report to the Board of County Commissioners (Board) is pursuant to Ordinance 12-12, which directed the County Mayor to establish a pilot program to evaluate the application of the County's two percent User Access Program (UAP) fee in contracts involving construction and to provide a report on the results.

Background

The Miscellaneous Construction Contract (MCC) Program was identified as the construction contracting program where the application of the UAP is best suited for a pilot program.

With the exception of Miami-Dade Transit and Miami-Dade Public Housing and Community Development, which are excluded from UAP due to federal funding requirements, all other contracts processed under the MCC Program will now include the UAP deduction. The Procurement Management Services Division of the Internal Services Department has been developing this pilot program over the past few months and has now reached the implementation stage. To prepare for the roll-out of this program, the Internal Services Department has been working with members of the MCC Program pool and County departments as follows:

- Notified vendors and County departments of the UAP fee's application and the new contract language that will be used in future MCC Program solicitations. This notification included public meetings that were held on October 5, 10, and 30, 2012 to advise MCC Program pool members of the new requirements, an e-mail message that was sent to all MCC pool members, and a link on the Internal Services Department webpage that explains the new requirements.
- Conducted meetings with staff from affected County departments to establish the process through which the UAP fee shall be applied and deducted from each vendor invoice.
- Worked with the County's Finance Department on the development of a standard invoice and a standard financial report for this pilot program, as well a methodology for properly tracking UAP revenues.

The UAP pilot program for construction will begin on November 19, 2012. As of this date, the approved contract language will be included in all MCC solicitations, where funding source permits, going forward. Internal Services Department staff will verify that this language is included in each Request for Price Quotation created after November 19, 2012 as part of their checklist and before submitting bidder's lists to user departments.

Based on the pilot program's roll-out date, and to allow sufficient time for staff to capture a substantial representative sampling of data for the pilot program, a report will be submitted to the Board with the preliminary results and recommendations by July 2013.

If you have any questions or concerns, please feel free to contact Lester Sola, Director of the Internal Services Department, at 305-375-2363.

c: Robert A. Cuevas, Jr., County Attorney
Office of the Mayor Senior Staff
Department Directors
Charles Anderson, Commission Auditor