

**DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Rev 1

New contract
 OTR
 CO
 SS
 BW
 Emergency
 Previous Contract/Project No.

Re-Bid
 Other (Government Access)
 LIVING WAGE APPLIES: YES NO

Requisition/Project No: RQFR1500007 TERM OF CONTRACT: 5 years with 0 one-year options-to-renew

Requisition/Project Title: Digital Airware Maintenance and Support

Description: The purpose of this solicitation is to initiate a contract for a legacy system. Currently, maintenance and support for this solution are paid for on an annual basis. There is no current contract in place, and no contract was originally put in place for the initial implementation of this solution. Any resolution contract would be a multi-year contract with applicable options to renew.

User Department(s): FR – Fire & Rescue

Issuing Department: ISD / PM Contact Person: Brad Skinner Phone: 305-375-1075

Estimated Cost: \$75,000.00 Funding Source: General Fund REVENUE GENERATING: No

ANALYSIS

Commodity/Service No: _____

Trade/Commodity/Service Opportunities

Contract/Project History of Previous Purchases For Previous Three (3) Years
Check Here if this is a New Contract/Purchase with no Previous History

	EXISTING	2 ND YEAR	3 RD YEAR
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			

Continued on another page (s): Yes No

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation: _____

Signed: Brad Skinner

Date to SBD: July 13, 2015

Date Returned to PM: _____



INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT SERVICES

Justification/Input Document for Non-Competitive Acquisition

It is the policy of Miami-Dade County to consistently purchase goods and services using full and open competition. The citizens of Miami-Dade County are best served when we make sound business decisions based on competitive bids or proposals. Early acquisition planning that includes consultation with Internal Service Department's procurement staff can help avoid delays and facilitates effective market research. However, there may be instances when other than full and open competition may be justified. When a user department(s) determines that other than full and open competition is necessary or in the best interest of the County, appropriate justification for that course of action must be submitted to ISD for approval and execution in order to waive the competitive bid/proposal process.

Please provide the information requested below to support the need and feasibility for waiving the competitive bid/proposal process:

Department:	Miami-Dade Fire Rescue		
Contact Person:	Dr. Denise H. Vidal	Phone Number:	(305) 513-7685
Requisition No.:	RQFR150007	Estimated Value:	\$75,000.00
Proposed Vendor:	Digital Airware, LLC		
Previous Contract Number:	Not applicable	Previous Contract Value:	Not applicable, no previous contract

Purpose of the Purchase

Please describe your minimum requirements and the benefits of making the acquisition.

Digital Airware is aviation software utilized by the Air Rescue Bureau to track quarterly FAA required currencies for pilots and quarterly currencies for flight medics. The software contains demographics on Air Rescue Bureau personnel such as pilot licenses and annual physicals. The program tracks the maintenance schedule for the helicopter fleet. In addition, the software tracks daily required equipment for the Bureau and stores digitally entered forms that are required by the FAA as part of the safety management system. The software program enables our crews to create safety plans prior to conducting any training. The program also provides many other features, which are not utilized by our operation at the present time but are available for our use if needed in the future. Examples include tracking continuous hours worked by pilots, a weather application, and a time card feature. This program has FAA mandated documents and information that must be maintained by our Bureau in order to remain compliant with the FAA. The risk assessment portion of the program assists our pilots in determining whether to accept a mission or not based on the risk factors. In order to adhere to safety measures, the Air Rescue Bureau must have a software tracking system such as this one to function effectively and comply with FAA regulations. In addition, the Venom Response Unit also uses the software to track the number of calls the unit responds to, medication expiration dates, equipment inventory, reports and other information pertaining to the operations of the unit.

Best Interest of the County / Uniqueness of Product

Please provide a detailed description as to why a waiver of formal bidding is in the County's best interest (e.g., product standardization, compatibility, proprietary access or distributorship, how vendor is uniquely qualified to provide the needed product or service, etc.). Please note that a lack of advance planning is not an acceptable justification for a non-competitive acquisition.

Digital Airware has been providing the Special Operations Division with servers, which back up all the information contained in the software program, saving the County a considerable amount of server space. Digital Airware company has been providing this service for approximately four years, the service is reliable, there is a good working relationship with the company, and they are very accommodating with programming changes. Throughout the four years of using the current software program, the amount data entered in this system is so large that a transition would be extremely challenging and may result in the loss of important FAA mandated information. To the best of our knowledge, other companies provide components of the services provided by Digital Airware but we do not know of any other company that provides the full spectrum of services in one software program such as in the current program we are using.

Market Research

Please describe your market research and the results thereof. This should include a description of other, similar sources or products available in the market if any and why they are not acceptable.

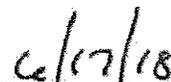
While conducting market research, we found that other companies provide components of the services provided by Digital Airware but we do not know of any other company that provides the full spectrum of services, i.e. currency tracking, maintenance records, license tracking, etc. in one software program such as in the current program we are using.

Proposed Actions

Please describe the actions the department will take to overcome the present barriers to competition prior to any future acquisitions of this product or service.

The Special Operations Division will consult with our department's Management Information Technology (MIT) Division to receive recommendations on which software programs should be utilized to remain FAA compliant and to satisfy the software requirements of the Bureaus.


Department Director's Approval


Date Approved

MARKET RESEARCH

Contract No.: TBD – RQFR1500007	Recommendation:
Title: Digital AirWare Maintenance and Support	<input type="checkbox"/> Exercise OTR
Procurement Contracting Officer/Agent: Brad Skinner – Procurement Contracting Officer 2	<input checked="" type="checkbox"/> Non-Competitive Contract
	<input type="checkbox"/> Solicit Competition
	<input type="checkbox"/> Access Contract
	<input type="checkbox"/> Other

Background:

For the past 3 years, the Miami-Dade Fire and Rescue Department has utilized on a year-to-year basis Digital AirWare, an aviation management software, to automate and streamline the following critical tasks:

- Track and Monitor Concurrence with FAA required Quarterly Currencies for Pilots and Flight Medics
- Log demographics on Air Rescue Personnel such as Pilot Licenses and Annual Physicals
- Tracks maintenance schedule for helicopter fleet
- Digitally stores FAA required forms as part of the Safety Management System

These critical tasks in addition to additional modules that allow the crews to create safety plans prior to training, and features not being currently utilized, but would be in place should a future need become apparent is inclusively what is operating as the currently solution in production. The current solution replaced a manual log book and several efficiencies have been gained such as eliminating errors due to miss read handwriting, and the logging and tracking of all parts in the departments 4 (four) aircrafts, and having real time crew management reports related to risk assessment and tracking proficiency of disciplines for current crew members. Over the 3 year period that the solution has been operational, the above mentioned tasks were customized to better align with the end user department's needs, and several developer contact hours were spent to reach the desired state of the current solution in production.

Currently, maintenance and support for this solution are paid for on an annual basis. There is no current contract in place, and no contract was originally put in place for the initial implementation of this solution. Any resolution contract would be a multi-year contract with applicable options to renew.

Research Conducted:

Market Research was conducted to identify similar or comparable aviation management software solutions. Based on the research conducted, 116 firms were identified to have a similar software product, with 5 of those firms having some form of additional components that would address the critical tasks from above. Based on the market research conducted, the 5 firms with comparable modules would require additional customization to cater to the specific needs of the department as they stand today. Pricing options were indicative of an off-the-shelf version of the particular solutions packages, and did not account for any additional customizations. A background and requirements discussion was held with the end user department that confirmed that there were other software solutions in the current market that would cover most of the tasks being performed, however, based on the value of the customizations already in production.

Comparable Contracts:

Broward County currently uses Digital AirWare's software solution; however, there is no public contract.

Negotiations:

The approach for negotiations on the proposed contract for this solution will have to be conducted with extreme care. Due to the current system being customized to fit the end user department's needs, most of the system acceptance type post implementation development has already occurred, however, the negotiations team needs to be aware that the vendor may attempt to work additional revenue from any further customization of the product. Negotiation must include either a yearly allotment for critical/necessary customizations or a

mutually agreed upon static pricing structure for any development type work to be performed during the life of the contract. Although this has the provisions of a legacy type agreement, negotiations need to be carefully conducted to ensure that the best interests of the County are taken into consideration related to fixed firm pricing, options for additional customization, ensuring that pricing agreed upon is based on fair current market value comprised of average pricing for a similar solution.

Recommendation:

Based on the findings of the Market Research conducted, it is in the County's best interest to proceed with exercising a non-competitive legacy contract to fulfill the end user department's needs. The benefits to the County based on this recommendation would be the inherent value of the customizations already in production with the solution that has been vetted and tried through active use over the past 3 years. Any need for future customizations should be minor and can be used as a negotiation talking point. Furthermore, a firm fixed price contract with an established term and options to renew would normalize any fluctuations in pricing that could be imposed from the awarded firm. The solution being recommended is only sold directly and not via any distribution or reseller channels.

Procurement Contracting Officer/Agent: _____ Date: _____

Manager: _____ Date: _____