

Memorandum

MIAMI-DADE
COUNTY

CLERK, CIRCUIT & COUNTY CLERK
MIAMI-DADE COUNTY, FLA.
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CLERK OF THE BOARD

Date: January 25, 2013
To: Lester Sola, Director
Internal Services Department
From: Miriam Singer, CPPO,
Assistant Director
Internal Services Department
Subject: Recommendation for Approval to Award: Electronic Bidding Solution

RECOMMENDATION

It is recommended that the County Mayor approve award of this contract to the vendor listed below to obtain a turnkey, commercially available electronic bidding solution for the Procurement Management Services Division within the Internal Services Department.

CONTRACT NUMBER: EPP-RFP840

CONTRACT TITLE: Electronic Bidding Solution

TERM: Five Years with Three, Two-Year Options to Renew

METHOD OF AWARD: Award to the responsive, responsible vendor based on evaluation criteria established in the solicitation. A full and open competitive Request for Proposals process was used.

PREVIOUS CONTRACT AMOUNT: Not applicable.

TOTAL RECOMMENDED ALLOCATION: \$408,200 for five years
*Estimated Cumulative Value \$918,200 should all options be exercised.

BACKGROUND

Award of this contract will provide the Procurement Management Services Division within the Internal Services Department with the ability to obtain a turnkey Electronic Bidding Solution (Solution) provided by BidSync. The Solution will provide a completely automated system capable of bid creation, electronic submittal, evaluation, analysis, and award. The proposed Solution offered by BidSync, eProcure, will allow Procurement Management (PM) staff to create solicitation documents within the proposed tool using predefined templates, receive bids electronically through a secure and reliable web-based system, and allow automated evaluation/scoring of bids. This Solution is offered through Software as a Service (SaaS) delivery model and requires no additional infrastructure costs.

Through staff negotiations, a reduction in price in the amount of \$22,500 was recognized as cost avoidance between the initial proposal and the final negotiated price. These savings were achieved by reevaluating the required interfaces and leveraging the robust technology offered to integrate with existing County systems. As part of the initial proposal, BidSync reduced the subscription fee by fifty percent, and offered the County a competitive rate. Additionally, as part of the configuration and implementation of the solution, the County will benefit from the use of the updated five digit National

Institute of Governmental Purchasing (NIGP) commodity codes used nationwide. This will enable the County update and convert the current commodity codes, purchased in 2000, to the uniform codes used as a best practice by public entities. This will also offset the County having to purchase the NIGP codes separately, and allow the vendor files to be converted to reflect these new codes. The commodity code update and conversion will also assist in the Enterprise Resource Planning System implementation and use of electronic catalogs. BidSync will be responsible for providing all required software licenses, implementation, interface development, configuration, training, hosting, and maintenance and support services throughout the contract term, including any renewals or extensions issued by the County.

It is anticipated, through use of this Solution, that PM staff will be able to reduce the solicitation drafting process, ensure timeliness of notifications to all interested parties, accept electronic bid submissions, reduce evaluation tabulation efforts, and reduce the overall procurement cycle time for Invitations to Bid.

USING/MANAGING AGENCY AND FUNDING SOURCE:

Department	Allocation	Funding Source	Contract Manager
Internal Services	\$ 408,200	Proprietary Funds	Adil Khan
Total	\$ 408,200		

VENDOR RECOMMENDED

FOR AWARD:

Awardee	Address	Principal
RFP Depot, LLC dba BidSync	629 Quality Drive, Suite 101 American Fork, Utah	Sabrina Stover

VENDORS NOT

RECOMMENDED FOR AWARD:

Proposer (s)	Reason for Not Recommending
eBid Systems	Proposer was not the highest ranked by the Evaluation Selection Committee.
infoTech	Proposer was not the highest ranked by the Evaluation Selection Committee.
Perfect Commerce	Proposer was not the highest ranked by the Evaluation Selection Committee.
The Public Group	The Proposal was deemed non-responsive due to the Proposer failing to sign the A-1 form or equivalent, thus there was no evidence by The Public Group to be bound by its proposal. Additionally, the proposal submitted did not comply with the pricing requirements outlined within the RFP and did not allow for proper evaluation.

**Copy of the County Attorney Office opinion is attached.*

PERFORMANCE DATA:

There are no performance issues with the recommended firm.

COMPLIANCE DATA: There are no compliance issues with the recommended firm.

CONTRACT MEASURES: SBE Selection Factor.

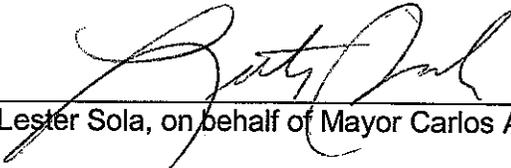
LIVING WAGE: The services being provided are not covered under the Living Wage Ordinance.

USER ACCESS PROGRAM: The User Access Program provision will apply. The 2% program discount will be collected on all purchases.

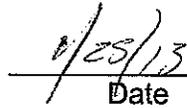
LOCAL PREFERENCE: Local Preference was considered in accordance with the applicable ordinance, but did not affect the outcome.

PROCUREMENT CONTRACTING MANAGER: Melissa Adames

Approved



Lester Sola, on behalf of Mayor Carlos A. Gimenez



Date

c: Miriam Singer, CPPO, Assistant Director, Internal Services Department