



Miami-Dade Board of County Commissioners
Office of the Commission Auditor

Housing, Social Services & Economic Development
(HSSD) Committee Meeting

October 16, 2019
12:00 P.M.
Commission Chambers

Yinka Majekodunmi, CPA
Commission Auditor
Office of the Commission Auditor (OCA)
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Miami, FL 33128
(305) 375-2524

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HSSSED Committee Meeting: October 16, 2019
Research Notes

Item No. 3B
File No. 192293

Researcher: VW Reviewer: PGE

RESOLUTION AUTHORIZING A 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 NOT TO EXCEED \$1,769,000.00 TO CONTRACT NO. FB-00277 FOR THE RENTAL OF SECURITY PROTECTION COVERINGS FOR DOORS AND WINDOWS FOR THE MIAMI-DADE PUBLIC HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE ALL PROVISIONS OF THE CONTRACT, INCLUDING ANY CANCELLATION, RENEWAL AND EXTENSION PROVISIONS, PURSUANT TO SECTION 2-8.1 OF THE COUNTY CODE AND IMPLEMENTING ORDER 3-38

ISSUE/REQUESTED ACTION

Whether the Board should authorize additional expenditure authority in an amount not to exceed \$1,769,000 via a designated purchase under *Contract No. FB-00277, Rental of Security Protection Coverings for Doors and Windows*, for the Miami-Dade Public Housing and Community Development Department (PHCD).

PROCEDURAL HISTORY

Prime Sponsor: N/A

Department/Requester: Internal Services

ANALYSIS

The purpose of this item is for PHCD to receive increased spending authority totaling \$1,769,000 under *Contract No. FB-00277, Rental of Security Protection Coverings for Doors and Windows*, to enable it to continue protecting its properties from vandalism, vagrancy and theft through the remainder of the contract term, November 30, 2020. The item is styled a designated purchase as the value of additional allocation requested (\$1,769,000) is more than double the existing allocation (\$631,000), necessitating the waiver of competitive procurement procedures.

This contract was approved under delegated authority in the amount of \$631,000 for a five year term, from December 1, 2015 through November 30, 2020. Under the contract, the awarded bidder shall provide coverings that are constructed in a manner to fit over window screens, windows and doors that are placed outside the entry doors or windows of PHCD housing sites to prevent vandalism. Moreover, all doors, window screens and component parts shall be quality controlled, inspected and maintained by the awarded bidder.

As of October 15, 2019, the contract's Blanket Purchase Order shows that the entire allocation of \$631,000 has already been released, leaving a zero balance. Yet the contract does not expire for another 13 months. This item is requesting \$1,769,000 to support PHCD's operational needs throughout the remainder of the contract term.

PHCD is responsible for the operation, oversight and management of over 8,000 County-owned public housing units located throughout the County that must be maintained and secured while performing routine and non-routine maintenance activities and whenever a unit/dwelling is temporarily unoccupied and/or vacant. PHCD justifies the requested increased expenditure as needed to mitigate unlawful trespassing, vandalism and occupancy that would otherwise lead to a potential public safety issue and HUD funding requirements compliance issues. Furthermore, PHCD explains that the allocation increase will assist the County in its public-private partnership in the redevelopment of the Liberty Square housing sites (Liberty City Rising Mayoral Initiative) in the upcoming phases. These phases will include three additional blocks containing over 500 units, representing \$1,070,000 of the requested \$1,769,000.

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More specifically, additional expenditure authority is needed given the reported incidence of vandalism, vagrancy, and theft of appliances or cabinetry on County-owned vacant housing sites at Liberty Square. The vacant housing sites are scheduled for demolition and redevelopment as part of the Liberty City Rising initiative and need to be protected until the scheduled demolition can occur.

The table below shows OCA's due diligence review of the awarded vendor, Vacant Property Security, LLC.

Awarded Firm(s)	Corporate Registration	Tax Collectors Office	Florida DBPR	Westlaw
Vacant Property Security, LLC	Foreign Limited Liability Company Active Principal Address: 350 Highland Drive, Suite 100, Lewisville, TX 75067 Filed: March 21, 2012	Business Address: VPSECURITY, LLC 4595 NW 73rd Ave Miami, FL 33166 Status: Paid and Current	No account on file	Nothing found

An October 10, 2019 Business Management Workforce System search for the solicitation's Commodity Code, 90678: Security Systems; Intruder and Smoke Detection, Architectural Services: Electrical Engineering, Including Cogeneration Design Services, yielded the following certified local small business enterprises:

- Haynes Security Services, Inc.
- JSA Group, Inc.
- KVH Architects, P.A.
- Rock International Distributors, Inc. Miami, FL SBE-G&S

It is unclear whether the above certified vendors have the capacity to deliver the solicited services.

APPLICABLE LEGISLATION/POLICY

Section 5.03(D) of the Home Rule Charter states that contracts for public improvements and purchases of supplies, materials, and services other than professional shall be made whenever practicable on the basis of specifications and competitive bids. The Board, upon written recommendation of the Mayor, may by resolution adopted by two-thirds vote of the members present waive competitive bidding when it finds this to be in the best interest of the county.

<http://www.miamidade.gov/charter/library/charter.pdf>

Implementing Order 3-38 sets forth the County's policy and procedures for the procurement of goods and services. The I.O. references the obligations and responsibilities of the Internal Services Department; the authority to award; and the requirements for access contracts, emergency purchases, bid waivers, confirmation purchases and sole sources. Of relevance for this item, IO 3-38 states that modifications to contracts under \$1,000,000 that were competitively

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awarded that increase the contract amount from below \$1,000,000 to over \$1,000,000 shall be approved by the Board of County Commissioners.

“For contracts under \$1,000,000, approve contract modifications up to a total contract amount of \$1,000,000. Any contract modification that increases the contract amount from below \$1,000,000 to over \$1,000,000 shall be approved by the Board of County Commissioners.”

<http://www.miamidade.gov/aopdfdoc/aopdf/pdffiles/IO3-38.pdf>

Section 2-8.1(b)(3) of the County Code sets forth procedures for purchases when competitive procedures are not practicable. This provision defines a designated purchase as a purchase when the purchase through the use of formal sealed bids is not practicable, including, but not limited to: (1) sole source purchases; (2) services where no competition exists such as public utility services; (3) where purchases or rates are fixed by law or ordinance; (4) unique professional or artistic services not governed by the Consultants’ Competitive Negotiations Act; (5) purchase of goods and services necessary to address an emergency or where additional formal competition would not be practicable; and (6) solicitations where only a single proposer has responded to a competitive solicitation but such response contains material defects and the County still desires to enter into a contract with such proposer.

Any recommendation by the Mayor for the award of a Designated Purchase shall at a minimum: (i) provide a written explanation of why the purchase through formal sealed bids would not be practicable under the circumstances and is in the best interest of the County, (ii) provide a written explanation of the process followed resulting in the recommendation for a Designated Purchase, and (iii) provide a written description of any informal competition conducted and any and all efforts to obtain a valuation of the recommended purchase. The Board of County Commissioners shall adopt any resolution authorizing a Designated Purchase by a two-thirds vote of the members present. Such adoption shall be deemed for all purposes to constitute a determination by the Board of County Commissioners that formal sealed bids are not practicable for this purchase and that it is in the best interest of the County to waive competitive bidding.

[https://library.municode.com/fl/miami -
dade county/codes/code_of_ordinances?nodeId=PTIICOOR_CH2AD_ARTIINGE_S2-8.1COPUGE](https://library.municode.com/fl/miami-dade_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH2AD_ARTIINGE_S2-8.1COPUGE)

Resolution No. R-477-18, adopted May 1, 2018, directed the County Mayor to disclose to the Board the reasons goods and services are not being procured through local businesses when the recommendation is to award a contract to a non-local vendor or to establish a prequalification pool where less than 75 percent of the pool members are local businesses.

<http://intra/gia/matter.asp?matter=180822&file=true&yearFolder=Y2018>

Resolution No. R-187-12, adopted February 21, 2012, directed the County Mayor to include due diligence information in memoranda recommending certain contract awards.

<http://www.miamidade.gov/govaction/matter.asp?matter=120287&file=true&fileAnalysis=false&yearFolder=Y2012>

Resolution No. R-716-12, adopted September 4, 2012, requires identification of small business enterprise firms in any procurement item submitted for Board approval.

<http://intra/gia/matter.asp?matter=121265&file=true&yearFolder=Y2012>

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Research Notes

Item No. 3C

File No. 192329 (related 192330)

Researcher: IL Reviewer: PGE

RESOLUTION AUTHORIZING ADDITIONAL EXPENDITURE AUTHORITY IN AN AMOUNT UP TO \$2,112,000.00 FOR A MODIFIED TOTAL CONTRACT AWARD OF \$43,213,500.00 FOR THE OPTION TO RENEW TERM OF CONTRACT NO. RFP878-3(3) FOR THE PURCHASE OF SECTION 8 HOUSING CHOICE VOUCHER PROGRAM OVERSIGHT AND MANAGEMENT SERVICES FOR THE PUBLIC HOUSING AND COMMUNITY DEVELOPMENT 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 [SEE FILE NO. 192330]

ISSUE/REQUESTED ACTION

Whether the Board should approve additional expenditure authority of \$2,112,000 to *Contract No. RFP878-3(3), Section 8 Housing Choice Voucher Program Oversight and Management Services*, for the Public Housing and Community Development Department (PHCD).

PROCEDURAL HISTORY

Prime Sponsor: None

Department/Requester: Internal Services Department (ISD)

There is no procedural history for this item.

ANALYSIS

The purpose of this item is to obtain Board approval to increase spending authority in an amount of \$2,112,000 under *Contract No. RFP878-3(3), Section 8 Housing Choice Voucher Program Oversight and Management Services*, to enable PHCD to add services to the current option term. If approved, the total modified allocation for the option term would be \$43,213,500.

This contract (*RFP No. 878*) was established pursuant to Resolution No. R-467-14, adopted May 20, 2014; two vendors were awarded: Nan McKay and Associates, Inc. for Category 1 (Intake), Category 2 (Management) and Category 4 (Family Self-Sufficiency) services and CVR Associates, Inc. for Category 3 (Inspections) services. The estimated award value was \$37,365,000 for an initial two-year term plus three, one-year options to renew. As indicated, the scope of services for the Voucher Program is divided into four separate categories – (1) Intake, which includes the responsibility for all waiting lists, eligibility and new admission activity; (2) Case Management, which encompasses all ongoing tenant services related to annual and interim examinations, changes of dwelling and termination actions; (3) Inspections, which covers initial, annual, complaint, and quality control inspections; and (4) Family Self-Sufficiency, which ties together all the services for the Housing Choice Voucher Family Self-Sufficiency Program and the Homeownership Program.

The requested increased expenditure of \$2,112,000 will be applied to cover additional services, i.e., the transfer of the administration of the Project-Based Voucher Program and the Veterans Affairs Supportive Housing Program from PHCD to Nan McKay and Associates. Accordingly, the Family Self-Sufficiency Category of the Voucher Program now includes the administration of the traditional Section 8 Housing Choice Voucher Family Self-Sufficiency Program, Homeownership Program, Project-Based Voucher and the HUD Veterans Affairs Supportive Housing Program as well as all other related program activity. This item requires Board approval as this transfer of administrative responsibilities is considered a substantive change to the contract's original scope of work.

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File No. 192329 (related 192330)

Researcher: IL Reviewer: PGE

The fiscal impact to the County with approval of this item totals \$2,112,000. OCA reviewed the lifetime of Contract No. RFP878 on October 8, 2019. Below is a table illustrating the contract's history:

Contract No. (Option to Renew)	Effective Date	Expiration Date	Current Value
RFP878	06/29/2014	06/30/2016	\$14,946,000
RFP878-1(3)	07/01/2016	06/30/2017	\$ 7,473,000
RFP878-2(3)	07/01/2017	06/30/2018	\$ 7,473,000
RFP878-3(3)	07/01/2018	12/31/2019	\$11,209,500
Proposed additional Expenditure Request			\$ 2,112,000
Total			\$43,213,500

Currently, the contract has a total cumulative allocation of \$41,101,500 for a term of five years and six months.

The current option term is valued at \$11,209,500 and is scheduled to expire on December 31, 2019. As of October 15, 2019, the contract's Blanket Purchase Order shows a released amount of \$7,473,000, leaving a balance of \$3,736,500. If the additional expenditure is approved, the contract's value would increase to \$43,213,500. OCA did not find any specific information as to the slated expenditure for the remaining balance. Note that this contract is federally-funded.

The two awarded firms, CVR Associates Inc. and Nan McKay & Associates Inc., both have a local address on the Tax Collector's website. Neither firm was listed as an SBE on the Business Management Workforce System (BMWS). OCA performed a search for Commodity Code 91806 (Administrative Consulting Services) and 91875 (Management Consulting Services) on the BMWS Certified Vendor Directory on October 9, 2019, and 104 local SBEs were identified.

Additionally, OCA performed a due diligence review of the awarded firms on October 10, 2019, finding the following:

Awarded Firm(s)	Sunbiz	Tax Collectors Office	Florida DBPR	Westlaw
CVR Associates Inc.	Florida for Profit Corporation Principal Address: 2309 S. Macdill Ave, Suite 200, Tampa, FL 33629 Filed: September 19, 2007	Business Address: 7925 NW 12 Street, Suite 117, Doral, FL 33126 Status: Paid/Current	No account on file	Frost v. CVR Associates Inc. et al Case No. 1:19-CV-09190; Filed on October 4, 2019 in the U.S. Southern District of New York; Allegation: Civil Rights Violation; and Case Status: Open. Oscar v. CVR Associates Inc., Case No. 2:18-CV-13577; Filed on September 5, 2018 in the U.S. District Court, District of New Jersey (Newark); Allegation: discrimination on the basis of disability, and failure to provide

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Researcher: IL Reviewer: PGE

				accommodations; and Case Status: Closed; C dismissed
NAN Mckay & Associates Inc.	Foreign Profit Corporation Principal Address: 1810 Gillespie Way, Suite 202, El Cajon, CA 92020 Filed: October 8, 2007	Business Address: 7400 NW 19 th Street, Miami, FL 33126 Status: Paid/Current	No account on file	Susana M Mangoni v. Nan Mckay and Associates Inc., Case No. 2016-010878-CA-01; Filed on April 29, 2016 in the Eleventh Judicial Circuit Court of Florida (Miami), Allegation: plaintiff was discriminated based on her disability and refused to hire her; Case Status: Closed; dismissed.

ADDITIONAL INFORMATION

See the link to PHCD's website below for more information on the Housing Choice Voucher Program.

https://www.miamidade.gov/global/service.page?Mduid_service=ser1544821240699928

APPLICABLE LEGISLATION/POLICY

Section 2-8.1 of the Code of Miami-Dade County (Contracts and Purchases Generally) applies to all contracts for public improvements and purchases of all supplies, materials, and services other than professional services and (1) requires formal sealed bids for purchases over \$250,000.00; (2) describes the circumstances under which non-competitive purchases may be approved; (3) establishes requirements for legacy purchases, designated purchases, and single-vehicle leases; and (4) provides that procurement procedures shall be established by Implementing Order (I.O.) and approved by the Board.

https://library.municode.com/fl/miami_-

[dade-county/codes/code-of-ordinances?nodeId=PTIICOOR_CH2AD_ARTIINGE_S2-8.1COPUGE](https://library.municode.com/fl/miami_-dade-county/codes/code-of-ordinances?nodeId=PTIICOOR_CH2AD_ARTIINGE_S2-8.1COPUGE)

Resolution No. R-716-12, adopted September 4, 2012, requires identification of a firm's Small Business Enterprise (SBE) program certification in any procurement item submitted for Board approval.

<http://intra/gia/matter.asp?matter=121265&file=true&yearFolder=Y2012>

Resolution No. R-187-12, adopted February 21, 2012, directs the County Mayor to include due diligence information in memoranda recommending certain contract awards.

<http://intra/gia/legistarfiles/MinMatters/Y2012/120287min.pdf>

Resolution No. R-718-17, adopted July 6, 2017, directs the Mayor to commence planning for re-procurement no later than 18 months prior to the expiration of contracts and Lists of Prequalified Vendors for the purchase of goods and/or services; and directs the Mayor or their designee, on a quarterly basis to identify in writing to the Office of Commission Auditor those contracts and prequalified vendor lists that are set to expire no later than 18 months prior to expiration.

<http://www.miamidade.gov/govaction/matter.asp?matter=171632&file=true&fileAnalysis=false&yearFolder=Y2017>

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Item No. 3C

File No. 192329 (related 192330)

Researcher: IL Reviewer: PGE

Resolution No. R-477-18, adopted May 1, 2018, directs the County Mayor to disclose to the Board the reasons why goods and services are not being procured through local businesses when the recommendation is to award a contract to a non-local vendor or to establish a prequalification pool where less than 75 percent of the pool members are local businesses.

<http://intra/gia/matter.asp?matter=180822&file=true&yearFolder=Y2018>

Resolution No. R-467-14, adopted May 20, 2014, approved award of *RFP No. 878, Section 8 Housing Choice Voucher Program Oversight and Management Services*, to Nan McKay and Associates, Inc. for Category 1 (Intake), Category 2 (Management) and Category 4 (Family Self-Sufficiency) services and to CVR Associates, Inc. for Category 3 (Inspections) services in an estimated amount of \$37,365,000 for an initial two-year term plus three, one-year options to renew.

<http://intra/gia/matter.asp?matter=140958&file=true&yearFolder=Y2014>

Implementing Order No. 3-38 sets forth the County's processes and procedures for the purchase of goods and services. The I.O. outlines: the roles and responsibilities of the Internal Services Department (ISD); the methods of purchasing goods and services; the authority to award and modify contracts; and the requirements for access contracts, emergency purchases, bid waivers, confirmation purchases, and sole sources.

<http://www.miamidade.gov/aopdfdoc/aopdf/pdffiles/IO3-38.pdf>

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Research Notes

Item No. 3D

File No. 192330 (related to 192329)

Researcher: IL Reviewer: PGE

RESOLUTION APPROVING AWARD OF CONTRACT NO. RFP-01132 FOR SECTION 8 HOUSING VOUCHER SERVICES FOR THE PUBLIC HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT IN A TOTAL AMOUNT NOT TO EXCEED \$45,764,410.00 FOR THE INITIAL TWO-YEAR TERM, WITH THREE, ONE-YEAR OPTIONS TO RENEW; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXECUTE SAME FOR AND ON BEHALF OF MIAMI-DADE COUNTY AND TO EXERCISE ALL PROVISIONS OF THE CONTRACT, INCLUDING ANY CANCELLATION, RENEWAL AND EXTENSION PROVISIONS PURSUANT TO SECTION 2-8.1 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA AND IMPLEMENTING ORDER 3-38 [SEE FILE NO. 192329]

ISSUE/REQUESTED ACTION

Whether the Board should approve a contract award to Nan McKay and Associates, Inc. (*Contract No. RFP-01132*) for administration and management of the Section 8 Housing Choice Voucher Program in an amount not to exceed \$45,764,410 for an initial two-year term plus three, one-year options to renew for the Public Housing and Community Development Department (PHCD).

PROCEDURAL HISTORY

Prime Sponsor: None

Department/Requester: Internal Services Department (ISD)

There is no procedural history for this item.

ANALYSIS

The purpose of this item is to award a replacement long-term contract for the administration and management of PHCD's Section 8 Housing Choice Voucher Program. The recommended awardee is Nan McKay and Associates, Inc., an incumbent vendor, for a term of two years plus three, one-year options to renew at a cumulative value of \$45,764,410.

The County is a public housing agency as defined in the United States Housing Act of 1937. PHCD operates a large Section 8 Housing Choice Voucher (HCV) Program which currently includes Non-Elderly Disabled, HUD Veterans Affairs and Supporting Housing, Project-Based and Mainstream Vouchers. The HCV Program currently has an allocation of 15,380 vouchers and 75 mainstream vouchers.

The scope of services for the HCV Program is divided into two categories: (1) Intake, Case Management and Family Self-Sufficiency Services; and (2) Inspection Services. Note that this contract updates the scope of services under the previous contract by adding the Project-Based Voucher and Veterans Affairs Supportive Housing Programs. Moreover, under the contract, the awarded vendor shall develop and maintain a quality control, performance tracking and reporting plan to ensure the integrity, accountability and efficiency of the HCV Program functions.

The fiscal impact is estimated at \$45,764,000 for the cumulative term, i.e., initial two-year term plus three, one-year renewal periods. The proposed contract replaces *Contact Nos. RFP878, RFP878-1(3), RFP878-2(3) and RFP878-3(3)*, consolidating service delivery under a single contract and single vendor to maximize efficiencies. The proposed contract and current contract are similar in the term of the contracts both containing an initial two-year term and three additional one-year options to renew. The distinctions are in the total allocation, a difference of \$2,550,910 increase in the proposed

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Item No. 3D

File No. 192330 (related to 192329)

Researcher: IL Reviewer: PGE

contract. PHCD attributes this difference to an increase in funding from the U.S. Department of Housing and Urban Development (HUD).

Below is a table depicting the chronology of the current contract as of October 10, 2019:

Contract No. (Option to Renew)	Effective Date	Expiration Date	Current Value
RFP878	06/29/2014	06/30/2016	\$14,946,000
RFP878-1(3)	07/01/2016	06/30/2017	\$ 7,473,000
RFP878-2(3)	07/01/2017	06/30/2018	\$ 7,473,000
RFP878-3(3)	07/01/2018	12/31/2019	\$11,209,500
Proposed additional Expenditure Request File No. 192330			\$ 2,112,000
Total			\$43,213,500

The current contract is valued at \$11,209,500 and is on its last option to renew which is set to expire on December 31, 2019. The released amount is \$7,473,000, and the remaining balance on the blanket purchase order is \$3,736,500. Accompanying Item 3C (File No. 192329) is for additional expenditure to the current contract while the proposed replacement contract is approved. If the additional expenditure is approved, the current contract's value will increase to \$43,213,500. That request for increased funding is due to the addition of the Project-Based Voucher Program and the Veterans Affairs Supportive Housing Program.

This replacement procurement consisted of four proposals; they were received from CVR Associates, Inc., CGI Federal Inc., Nan McKay and Quadel Consulting & Training, LLC. Two (Nan McKay & Associates, Inc., and CVR Associates, Inc.) of the four respondent vendors, who are also incumbents under the current contract, *Contract No. RFP878*, have a local address.

OCA performed a search for Commodity Code 91806 (Administrative Consulting Services) and 91875 (Management Consulting Services) on the Business Management Workforce System's Certified Vendor Directory on October 9, 2019, and 104 local SBEs were identified. It is unclear whether those SBEs have the capacity to perform the solicited services.

OCA performed a due diligence review of the selected firm on October 10, 2019; the results are below:

Awarded Firm(s)	Sunbiz	Tax Office	Collectors	Florida DBPR	Westlaw
NAN McKay & Associates, Inc.	Active (Foreign) Principal Address: 1810 Gillespie Way, Suite 202, El Cajon, CA 92020	Account Number: 7178564 Principal Address: 7400 NW 19 th Street, Miami, FL 33126		No account on file	Susana M Mangoni v. Nan McKay and Associates Inc., Case No. 2016-010878-CA-01; Filed on April 29, 2016 in the Eleventh Judicial Circuit Court of Florida (Miami), Allegation: plaintiff was discriminated based on her disability and refused to hire

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Item No. 3D

File No. 192330 (related to 192329)

Researcher: IL Reviewer: PGE

				her; Case Status: Closed; dismissed.
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ADDITIONAL INFORMATION

See the link below for information on the Housing Choice Voucher Program provided on PHCD's website.

https://www.miamidade.gov/global/service.page?Mduid_service=ser1544821240699928

APPLICABLE LEGISLATION/POLICY

Section 2-8.1 of the Code of Miami-Dade County (Contracts and Purchases Generally) applies to all contracts for public improvements and purchases of all supplies, materials, and services other than professional services and (1) requires formal sealed bids for purchases over \$250,000.00; (2) describes the circumstances under which non-competitive purchases may be approved; (3) establishes requirements for legacy purchases, designated purchases, and single-vehicle leases; and (4) provides that procurement procedures shall be established by Implementing Order (I.O.) and approved by the Board.

[https://library.municode.com/fl/miami_-](https://library.municode.com/fl/miami_-dade_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH2AD_ARTIINGE_S2-8.1COPUGE)

[dade_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH2AD_ARTIINGE_S2-8.1COPUGE](https://library.municode.com/fl/miami_-dade_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH2AD_ARTIINGE_S2-8.1COPUGE)

Resolution No. R-716-12, adopted September 4, 2012, requires identification of a firm's Small Business Enterprise (SBE) program certification in any procurement item submitted for Board approval.

<http://intra/gia/matter.asp?matter=121265&file=true&yearFolder=Y2012>

Resolution No. R-187-12, adopted February 21, 2012, directs the County Mayor to include due diligence information in memoranda recommending certain contract awards.

<http://intra/gia/legistarfiles/MinMatters/Y2012/120287min.pdf>

Resolution No. R-718-17, adopted July 6, 2017, directs the Mayor to commence planning for re-procurement no later than 18 months prior to the expiration of contracts and Lists of Prequalified Vendors for the purchase of goods and/or services; and directs the Mayor or their designee, on a quarterly basis to identify in writing to the Office of Commission Auditor those contracts and prequalified vendor lists that are set to expire no later than 18 months prior to expiration.

<http://www.miamidade.gov/govaction/matter.asp?matter=171632&file=true&fileAnalysis=false&yearFolder=Y2017>

Resolution No. R-477-18, adopted May 1, 2018, directs the County Mayor to disclose to the Board the reasons why goods and services are not being procured through local businesses when the recommendation is to award a contract to a non-local vendor or to establish a prequalification pool where less than 75 percent of the pool members are local businesses.

<http://intra/gia/matter.asp?matter=180822&file=true&yearFolder=Y2018>

Resolution No. R-140-15, adopted February 3, 2015, directed the County Mayor to conduct a full review, prior to reprocurement of replacement contracts for goods and services of the scopes of services or goods requested to ensure such contracts reflect the current needs of the County.

<http://intra/gia/matter.asp?matter=150090&file=true&yearFolder=Y2015>

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Item No. 3D

File No. 192330 (related to 192329)

Researcher: IL Reviewer: PGE

Resolution No. R-467-14, adopted May 20, 2014, approved award of *RFP No. 878, Section 8 Housing Choice Voucher Program Oversight and Management Services*, to Nan McKay and Associates, Inc. for Category 1 (Intake), Category 2 (Management) and Category 4 (Family Self-Sufficiency) services and to CVR Associates, Inc. for Category 3 (Inspections) services in an estimated amount of \$37,365,000 for an initial two-year term plus three, one-year options to renew.

<http://intra/gia/matter.asp?matter=140958&file=true&yearFolder=Y2014>

Implementing Order No. 3-38 sets forth the County's processes and procedures for the purchase of goods and services. The I.O. outlines: the roles and responsibilities of the Internal Services Department (ISD); the methods of purchasing goods and services; the authority to award and modify contracts; and the requirements for access contracts, emergency purchases, bid waivers, confirmation purchases, and sole sources.

<http://www.miamidade.gov/aopdfdoc/aopdf/pdffiles/IO3-38.pdf>

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Item No. 3E
File No. 192345

Researcher: MF Reviewer: PGE

RESOLUTION ACCEPTING THE FUNDING RECOMMENDATIONS OF THE MIAMI-DADE COUNTY HOMELESS TRUST, FOR THE AWARD OF CONTRACT AND GRANTS, IN AN ANNUAL AMOUNT NOT TO EXCEED \$1,200,000 AND A TOTAL AMOUNT NOT TO EXCEED \$3,600,000 MADE PURSUANT TO A REQUEST FOR APPLICATION PROCESS TO SELECT NOT-FOR-PROFIT PROVIDERS OF HOMELESS HOUSING AND SERVICES FOR FISCAL YEARS 2019-2022 IN ACCORDANCE WITH THE MIAMI-DADE COUNTY COMMUNITY HOMELESS PLAN; PRIORITY HOME; AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXECUTE AGREEMENTS, SOME OF WHICH MAY EXCEED \$1,000,000 IF RENEWED, WITH COMMUNITY BASED ORGANIZATIONS THAT ARE APPROVED FOR FUNDING BY THE HOMELESS TRUST; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE AMENDMENT, RENEWAL, TERMINATION, CANCELLATION AND MODIFICATION CLAUSES OF ANY AGREEMENT; WAIVING THE REQUIREMENTS OF RESOLUTION NO. R-130-06

ISSUE/REQUESTED ACTION

Whether the Board should authorize the award of contracts and grants annually in the amount of \$1,200,000 for an initial one-year term plus two, one-year renewal periods to not-for-profit providers for the delivery of homeless housing and support services for the next three fiscal years.

PROCEDURAL HISTORY

Prime Sponsor: HSSSED Committee

Department/Requester: Miami-Dade Homeless Trust

There is no procedural history.

ANALYSIS

The purpose of this item is to authorize the award of contracts and grants to nonprofit agencies for the delivery of new low-barrier permanent supportive housing and support services for Fiscal Years 2019-2022 for a maximum amount of \$3,600,000. Such service delivery shall be consistent with the County's Community Homeless Plan: Priority home.

The fiscal impact is \$3,600,000 for a period of three years (as shown below). Funding for this program will be furnished via Food and Beverage Tax revenues.

- \$1,200,000: for FY 2019-20
- \$1,200,000 + \$1,200,000: renewal amount annually for each of the two one-year renewal periods
- \$3,600,000 = total amount expected for the three-year period (FY 2019-22)

A total of four agencies responded to the Request for Applications (RFA). Table 1 provides the rank, provider, project name, type of service from the RFA, and the awarded amount of \$1,200,000 to the two recommended and ultimately selected providers. Per the selection committee's recommendation, the Homeless Trust Board approved the funding recommendations at its September 27, 2019 Miami-Dade Homeless Trust meeting.

HSSSED Committee Meeting: October 16, 2019
Research Notes

Table 1

Rank	Provider	Project Name	Service Type	Amount Approved
1	Carrfour	Verde Gardens	Support services only	\$651,592
1	Camillus House	St. John	New Permanent Housing	\$548,408
2	New Horizons	The Kelley Project	New Permanent Housing	0
2	Citrus Health	Kiva Bridge	New Permanent Bridge Housing	0
1	Camillus House	Brother Bill	New Permanent Bridge Housing	0

The solicited services include enhanced security, behavioral health and case management for Verde Gardens, a 145-unit residential facility providing supportive housing for disabled families with minor children. The County owns and operates Verde Gardens through the Homeless Trust. Under the RFA, the awardee is required to provide homeless housing and services. Awardee performance will be measured through via site visits, desk audits, and the review of monthly, quarterly and annual progress reports, as well as the analysis of utilization rates. Grantee success will be evaluated by a performance review, approval of the Trust Board, and funding availability.

ADDITIONAL INFORMATION

The Miami-Dade County Community Homeless Plan may be accessed here:

<http://www.homelesstrust.org/library/homeless-plan.pdf>

OCA performed an Internet search for Verde Gardens, and found the residential complex has been featured in TIME Magazine as an example of developments that combine housing for the formerly homeless with environmentally friendly communities. Verde Gardens consists of 145 townhomes on 22 acres of farmland for growing crops.

<https://www.flhousing.org/wp-content/uploads/2012/07/Verde-Gardens-Carrfour-Supportive-Housing-Creates-Oasis.pdf>

APPLICABLE LEGISLATION/POLICY

Resolution No. R-130-06, adopted on January 24, 2006, amends Resolution No. R-1198-05 to clarify that proposed agenda items seeking approval of a contract or conveyance and authority to execute same shall not be placed on any committee or commission agenda unless the underlying contract or conveyance is completely negotiated, in final form, and executed by all non-county parties; providing that Board approval of a contract or conveyance in substantially the form presented means the county manager may make only those changes necessary to correct non-substantive, scrivener's errors; and providing exceptions.

<http://www.miamidade.gov/govaction/matter.asp?matter=060239&file=false&fileAnalysis=false&yearFolder=Y2006>

Resolution No. R-1198-05, adopted October 18, 2005, clarifies that approval of a third party contract in substantially the form presented to the Board means the county manager is authorized to execute the form of contract that is approved without any changes except those necessary to correct non-substantive, scrivener's errors, directing the county manager not to place items on the agenda seeking Board approval of a third party contract and authority to execute same until the underlying contract is completely negotiated, in final form and executed by all non-county parties, and providing exceptions.

<http://www.miamidade.gov/govaction/matter.asp?matter=052006&file=true&fileAnalysis=false&yearFolder=Y2005>