

**REQUEST FOR PROPOSAL**  
**FOR**  
**HOUSING ASSISTANCE PROGRAM**  
**INFORMATION TECHNOLOGY UPGRADE**  
**RFP NO. MDEAT HAP IT 200319**

NO PRE-PROPOSAL CONFERENCE TO BE HELD

ISSUING DEPARTMENT:  
MIAMI-DADE ECONOMIC ADVOCACY TRUST (MDEAT)

Contracting Officer: William A. Simmons  
Telephone: (305) 375-5619  
Email: nitsail@miamidade.gov

RESPONSES ARE DUE AT THE ADDRESS SHOWN BELOW  
NO LATER THAN

Friday, November 1, 2019 at 2:00 P.M. (Local Time)

At

Miami-Dade Economic Advocacy Trust  
STEPHEN P. CLARK CENTER  
111 NW 1<sup>ST</sup> Street, Suite 2032  
MIAMI, FL 33128

All proposals received and time stamped by MDEAT prior to the proposal submittal deadline shall be accepted as timely submitted. The circumstances surrounding all proposals received and time stamped by MDEAT after the proposal submittal deadline will be evaluated by the procuring department in consultation with MDEAT Attorney's Office to determine whether the proposal will be accepted as timely. Proposals will be opened promptly at the time and date specified. The responsibility for submitting a proposal on or before the stated time and date is solely and strictly the responsibility of the proposer. MDEAT will in no way be responsible for delays caused by mail delivery or caused by any other occurrence. All expenses involved with the preparation and submission of proposals to MDEAT, or any work performed in connection therewith, shall be borne by the proposer(s).

The submittal of a proposal by a proposer will be considered by MDEAT as constituting an offer by the proposer to perform the required services at the stated prices. A proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the proposal due date. MDEAT will only consider the latest version of the proposal.

Requests for additional information or inquiries must be made in writing and received by MDEAT's contact person for this solicitation. MDEAT will issue responses to inquiries and any changes to this solicitation it deems necessary in written addenda issued prior to the proposal Due Date. Proposers who obtain copies of this solicitation from sources other than MDEAT or the MDEAT website risk the possibility of not receiving addenda and are solely responsible for those risks.

**MIAMI-DADE ECONOMIC ADVOCACY TRUST IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE BASED ON AGE, GENDER, RACE OR DISABILITY.**

Rev. 7/27/00

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**DEFINITIONS**

The following words and expressions used in this solicitation shall be construed as follows, except when it is clear from the context that another meaning is intended:

- a) The words "Consultant" to mean the Proposer that receives any award of a Contract from the MDEAT as a result of this Solicitation, which is also to be known as "the prime Contractor".
- b) The word "County" to mean Miami-Dade County, a political subdivision of the State of Florida.
- c) The word "Department" or "Trust" to mean Miami-Dade Economic Advocacy Trust (MDEAT), an agency and instrumentality of Miami-Dade County.
- d) The words "Proposer", "Submitter" or "Respondent" to mean the person, firm, entity or organization submitting a response to this Solicitation.
- e) The words "Scope of Services" or "Scope of Work" to mean Section 2.0 of this Solicitation, which details the work to be performed by the Contractor or Consultant.
- f) The word "Solicitation" to mean this Request for Proposal (RFP) document, and all associated addenda and attachments.
- g) The words "Subcontractor" or "Subconsultant" to mean any person, firm, entity or organization, other than the employees of the Contractor, who contracts with the

Contractor to furnish labor, or labor and materials, in connection with the Work or Services to the MDEAT Trust, whether directly or indirectly, on behalf of the Contractor.

- h) The words "Work", "Services", "Program", "Project" or "Engagement" to mean all matters and things that will be required to be done by the Contractor in accordance with the Scope of Services and the terms and conditions of this Solicitation.
- i) The words "Work Order" to mean a document that defines and describes the parameters of individual projects awarded by the MDEAT to the Contractor in accordance with the terms of the Contract.
- j) The word "Board" to mean the Board of Trustees of MDEAT.

**SECTION 1.0 - RFP OVERVIEW AND PROPOSAL PROCEDURES****1.1 INTRODUCTION / BACKGROUND**

Miami Dade Economic Advocacy Trust (MDEAT), formerly the Metro Miami Action Plan Trust (MMAAP) is an agent and instrumentality of Miami-Dade County. MDEAT is seeking proposals from firms for the professional services of an experienced and qualified business, individual and/or a combination thereof, to design, implement, install and maintain a simple-to-use yet robust and compliant content management computer system platform (via computer hardware and software). The system at a minimum should provide a multi-purpose environment to build on top of, be highly configurable and infinitely customizable with implemented disaster/recovery and data archiving/retention plans, have the capability to access to, and/or retrieve and store data into the local platform from external departmental systems and applications (Public Record, Property Appraiser, etc.), provide real-time views for tracking, monitoring and reporting data associated MDEAT's mortgage loan processing activities from loan origination through post-closing procedures. The successful proposer will also be responsible for training the appropriate housing staff.

This Request for Proposals (RFP) presents organizational background and a request for a detailed description of the tasks the proposer intends to perform for MDEAT and describes the tasks to be accomplished by the agency or agencies contracted. To be considered, please submit a written proposal that outlines the proposer's approach to accomplishing the objectives of the scope of work outlined in section 2.0 to be submitted no later than Friday, November 1, 2019.

MDEAT anticipates awarding a contract for a five (5) year period.

The anticipated schedule for this RFP and contract approval is as follows:

RFP available for distribution:	Thursday, September 26, 2019
Pre-Proposal Conference:	NONE
Location:	NONE
Deadline for receipt of questions:	Tuesday, September 8, 2019
Deadline for receipt of Proposals:	Friday, November 1, 2019 2:00 PM

Location: Miami-Dade Economic Advocacy Trust

Stephen P. Clark Center  
111 NW 1<sup>st</sup> Street, Suite 2032  
Miami, Florida 33128

Selection Committee Proposals Review: Week of November 11, 2019

Oral presentations: Week of November 18, 2019 (if required)  
Projected award date: On or about December 1, 2019  
Projected contract start date: TBD

As background, MDEAT was created in 1983, as the Metro-Miami Action Plan, for the purposes of improving economic conditions in the Black community and to address existing disparities between Blacks and the community-at-large. In 2009, the Board of County Commissioners adopted Ordinance 09-70, which restructured the Trust and restated its mission" to ensure the equitable participation of Blacks in Miami-Dade County's economic growth through advocacy and monitoring of economic conditions and economic development initiatives in Miami-Dade County. Through its new role MDEAT is to function primarily as an advocacy and coordinating entity, fostering collaborations and building strong alliances with entities that target issues that affect the economic growth and conditions in blighted communities and fostering the equitable participation of Blacks in economic development activities in Miami-Dade County. MDEAT is also responsible for tracking and reporting on the activities and the achievements of the entities charged with and funded to improve conditions of Blacks in these blighted communities. Additionally, MDEAT is required to monitor economic activity and to issue an annual report card to the community on the activities and the effectiveness of community economic development activity in Miami-Dade County.

The goals of the restructured organization include but are not limited to:

1. Conduct a disparity study to establish a current perspective on economic conditions of Blacks in Miami-Dade County;
2. Chart a course of action that will lessen the dependency on County General Funds;
3. Advocate for and monitor economic conditions and assist in developing economic development initiatives
4. Track and target all significant development and procurement initiatives (whether public or private) to inform Black businesses about available opportunities
5. Advocate for and facilitate the development of collaborative partnerships to promote workforce readiness in the Black community to meet industry demands

### **1.2 General Proposal Information**

MDEAT may, at its sole and absolute discretion, reject any and all or parts of any or all responses; accept parts of any and all responses; further negotiate project scope and fees; postpone or cancel at any time this solicitation process; or waive any irregularities in this solicitation or in the responses received as a result of this process. Proposers may take exceptions to any of the terms of this solicitation unless the solicitation specifically states where exceptions may not be taken. MDEAT may accept or reject the exceptions at its sole discretion and the proposer's proposal shall be binding on the proposer as if submitted without exception. MDEAT reserves the right to request and evaluate additional

information from any respondent after the submission deadline as MDEAT deems necessary.

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. A proposal may be withdrawn in writing only, addressed to MDEAT contact person for this solicitation prior to the proposal due date or upon the expiration of 180 calendar days after the opening of proposals.

Proposers are hereby notified that all information submitted as part of, or in support of proposal will be available for public inspection after opening of proposal, in compliance with Chapter 119, Florida Statutes, popularly known as the "Public Record Law". The proposer shall not submit any information in response to this solicitation which the proposer considers to be a trade secret, proprietary or confidential. The submission of any information to MDEAT in connection with this solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to proposer. In the event that the proposer submits information to MDEAT in violation of this restriction, either inadvertently or intentionally, and clearly identifies that information in the proposal as protected or confidential, MDEAT shall endeavor to redact and return that information to the proposer as quickly as possible, and if appropriate, evaluate the balance of the proposal. The redaction or return of information pursuant to this clause may render a proposal non-responsive.

Any proposer who, at the time of proposal submission is involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the proposer under federal bankruptcy law or any state insolvency law, may be found non-responsive. To request a copy of any ordinance, resolution and/or administrative order cited in this solicitation, the proposer must contact the Clerk of the Board at (305) 375-5126.

### **1.3 Cone of Silence**

Pursuant to Section 2-11.1(t) of the Miami-Dade County Code, as amended, a "Cone of Silence" is imposed upon each RFP or RFQ after advertisement and terminates at the time a written recommendation is issued. The Cone of Silence prohibits any communication regarding RFPs or RFQs between, among others:

- potential proposers, service providers, lobbyists or consultants **and** the county's professional staff including, but not limited to, the Mayor, County Commissioners or their respective staffs;
- the Mayor, County Commissioners or their respective staffs **and** the county's professional staff; or

- potential proposers, service providers, lobbyists or consultants, any member of the County's professional staff, the Mayor, County Commissioners or their respective staffs **and** any member of the respective selection committee.

The provisions do not apply to, among other communications:

- oral communications with the staff of the Vendor Assistance Unit, the responsible Procurement Agent or Contracting Officer, provided the communication is limited strictly to matters of process or procedure already contained in the solicitation document;
- oral communications at pre-proposal conferences, oral presentations before selection committees, contract negotiations during any duly noticed public meeting, public presentations made to the Board of County Commissioners during any duly noticed public meeting; or
- communications in writing at any time with any county employees, official or member of the Board of County Commissioners unless specifically prohibited by the applicable RFP or RFQ documents.

When the Cone of Silence is in effect, all potential vendors, service providers, bidders, lobbyists and consultants shall file a copy of any written correspondence concerning the particular RFP or RFQ with the Clerk of the Board, which shall be made available to any person upon request. MDEAT shall respond in writing (if County deems a response necessary) and file a copy with the Clerk of the Board, which shall be made available to any person upon request. Written communications may be in the form of e-mail, with a copy to the Clerk of the Board at [CLERKBCC@MIAMIDADE.GOV](mailto:CLERKBCC@MIAMIDADE.GOV).

#### **1.4 Public Entity Crimes**

Pursuant to Paragraph 2(a) of Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal for a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and, may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two (\$10,000) for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

#### **1.5 Lobbyist Contingency Fees**

A) In accordance with Section 2-11.1(s) of the Code of Miami-Dade County, after May, 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.



- B) A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependent on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the Board; 2) any action, decision or recommendation of the MDEAT Executive Director or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the Board.

### **1.6 Collusion**

Where two (2) or more related parties, as defined herein, each submit a proposal for any contract, such proposals shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership, control and management of such related parties in preparation and submittal of such proposals. Related parties shall mean proposer or the principals thereof which have a direct or indirect ownership interest in another proposer for the same contract or in which a parent company or the principals thereof of one proposer have a direct or indirect ownership interest in another proposer for the same contract. Furthermore, any prior understanding, agreement, or connection between two or more corporations, firms, or persons submitting a proposal for the same services shall also be presumed to be collusive. Proposals found to be collusive shall be rejected. Proposers who have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred, and any contract resulting from collusive bidding may be terminated for default.

### **1.7 Expedited Purchasing Program**

Pursuant to Ordinance 07-49, the County has created a pilot program for expedited purchasing, subject to terms and conditions as outlined in Section 2-8.1.6 of the Code of Miami-Dade County. The program shall be referred to as the Expedited Purchasing Program (EPP). Due to the expedited nature of county projects issued under the EPP, participating vendors should anticipate a shortened solicitation timeline for responding. Technical, professional and legal staff may be used to determine best value as set forth in the solicitation documents without the need to utilize the formal selection committee process established by the county. The MDEAT Executive Director's written recommendation to award a contract under the EPP shall be sufficient to commence the bid protest period and terminate the Cone of Silence. Any legislation contrary to the provisions of the EPP shall be deemed suspended or amended as necessary to give effect to the intent of this ordinance during its effective term.

### **1.8 INTENTIONALLY BLANK**

**1.9 BUSINESS ENTITY REGISTRATION**

Miami-Dade County requires business entities to complete a registration proposal with Department of Procurement Management before doing business with the county. Proposers need not register with the county to present a proposal; however, the selected proposer(s) must register prior to award of a contract as failure to register may result in the rejection of the proposal. To register, or for assistance in registering, contact the **Office of Vendor Assistance at (305) 375-5287**.

It is the responsibility of the business entity to update and renew its proposal concerning any changes such as new address, telephone number, commodities, etc. during the performance of any agreement obtained as a result of this RFP.

Section 2-11.1(d) of Miami-Dade County Code provides that a county employee may not enter into any contract or transact any business through a firm, corporation, partnership or business entity in which the employee or any member of the employee's immediate family has a controlling financial interest, direct or indirect, with Miami-Dade County or any person or agency acting for Miami-Dade County and any such contract, agreement or business engagement entered in violation of this subsection shall render this Agreement voidable. For additional information, please contact the Ethics Commission hot line at (305) 579-2593.

**1.10 RULES, REGULATIONS AND LICENSING REQUIREMENTS**

The proposer shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, especially those applicable to conflict of interest and collusion. Proposers are presumed to be familiar with all Federal, State and local laws, ordinances, codes, rules and regulations that may in any way affect the goods or services offered, especially Executive Order No. 11246 entitled "Equal Employment Opportunity" and as amended by Executive Order No. 11375, as supplemented by the Department of Labor Regulations (41 CFR, Part 60), the Americans with Disabilities Act of 1990 and implementing regulations, the Rehabilitation Act of 1973, as amended, Chapter 553 of Florida Statutes and any and all other local, State and Federal directives, ordinances, rules, orders, and laws relating to people with disabilities.

**1.11 CRIMINAL CONVICTION**

Pursuant to Miami-Dade County Ordinance No. 94-34, "Any individual who has been convicted of a felony during the past ten years and any corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten years shall disclose this information prior to entering into a contract with or receiving funding from the MDEAT Trust." Accordingly, Criminal Record Affidavit forms are available upon request at the Department of Procurement Management/Office of Vendor Assistance at (305) 375-5287 for those individuals or firms requesting to disclose this information only.

**1.12 INDEPENDENT PRIVATE SECTOR INSPECTOR GENERAL REVIEWS****A. INDEPENDENT PRIVATE SECTOR INSPECTOR GENERAL REVIEW**

Pursuant to Miami-Dade County Administrative Order 3-20 and in connection with any award issued as a result of this RFP, the county has the right to retain the services of an Independent Private Sector Inspector General ("IPSIG"), whenever the county deems it appropriate to do so. Upon written notice from the Miami-Dade County, the selected proposer shall make available, to the IPSIG retained by the county, all requested records and documentation pertaining to this RFP or any subsequent award, for inspection and copying. Miami-Dade County will be responsible for the payment of these IPSIG services, and under no circumstance shall the proposer's cost/price for this RFP be inclusive of any charges relating to these IPSIG services. The terms of this provision herein, apply to the proposer, its officers, agents, employees and assignees. Nothing contained in this provision shall impair any independent right of the county to conduct, audit or investigate the operations, activities and performance of the selected proposer in connection with this RFP or any contract issued as a result of this RFP. The terms of this provision are neither intended nor shall they be construed to impose any liability on the county by the selected proposer or third party.

**B. MIAMI-DADE COUNTY INSPECTOR GENERAL REVIEW**

According to Section 2-1076 of the Code of Miami-Dade County, as amended by Ordinance No. 99-63, Miami-Dade County has established the Office of the Inspector General (OIG) which may, on a random basis, perform audits on all Miami-Dade County contracts, throughout the duration of said contracts, except as otherwise provided below. The cost of the audit for any contract issued as a result of this RFP shall be one quarter (1/4) of one (1) percent of the total contract amount which cost shall be included in the total proposed amount. The audit cost will be deducted by MDEAT from progress payments to the selected proposer. The audit cost shall also be included in all change orders and all contract renewals and extensions.

Exception: The above proposal of one quarter (1/4) of one percent fee assessment shall not apply to the following contracts: (a) IPSIG contracts; (b) contracts for legal services; (c) contracts for financial advisory services; (d) auditing contracts; (e) facility rentals and lease agreements; (f) concessions and other rental agreements; (g) insurance contracts; (h) revenue-generating contracts; (i) contracts where an IPSIG is assigned at the time the contract is approved by the Commission; (j) professional service agreements under \$1,000; (k) management agreements; (l) small purchase orders as defined in Miami-Dade County Administrative Order 3-2; (m) federal, state and local government-funded grants; and (n) interlocal agreements. ***Notwithstanding the foregoing, the Miami-Dade County Board of County Commissioners may authorize the inclusion of the fee assessment of one quarter (1/4) of one percent in any exempted contract at the time of award.***

Nothing contained above shall in any way limit the powers of the Inspector General to perform audits on all County contracts including, but not limited to, those contracts specifically exempted above.

### **1.13 AFFIRMATIVE ACTION/NON DISCRIMINATION OF EMPLOYMENT, PROMOTION AND PROCUREMENT PRACTICES (ORDINANCE NO. 98-30)**

In accordance with the requirements of Ordinance No. 98-30, all firms with annual gross revenues in excess of \$5 million seeking to contract with Miami-Dade County shall, as a condition of award, have a written Affirmative Action Plan and Procurement Policy on file with the County's Department of Business Development. Said firms must also submit, as a part of their proposals/bids to be filed with the Clerk of the Board, an appropriately completed and signed Affirmative Action Plan/Procurement Policy Affidavit (**see attached Form A-8.2**). Firms whose boards of directors are representative of the population make-up of the nation are exempt from this requirement and must submit, in writing, a detailed listing of their boards of directors, showing the race or ethnicity of each board member, to the County's Department of Business Development. Firms claiming exemption must submit, as part of their proposal/bids to be filed with the Clerk of the Board, an appropriately completed and signed Exemption Affidavit (**see attached Form A-8.1**) in accordance with Ordinance 98-30. These submittals shall be subject to periodic reviews to assure that the entities do not discriminate in their employment and procurement practices against minorities and women-owned businesses.

It will be the responsibility of each firm to provide verification of their gross annual revenues to determine the requirement for compliance with the noted Ordinance. Those firms that do not exceed \$5 million annual gross revenues must clearly state so in their proposal.

### **1.14 ORDINANCES, RESOLUTIONS AND/OR ADMINISTRATIVE ORDERS**

To request a copy of any ordinance, resolution and/or administrative order cited in this solicitation, the proposer must contact the **Clerk of the Board at (305) 375-5126**.

## **SECTION 2.0 - SCOPE OF SERVICES**

### **2.1 Background**

MDEAT Homeownership Assistance Program (HAP) provides zero-interest deferred loan funding for first-time homebuyers towards down payment and closing costs, making it easier to get approved for a mortgage. Loans are forgiven if applicants own and occupy the home for more than 10 years without a cash-out refinance on the loan. Current processes are manual and very paper intensive and includes a single-user rudimentary Access database which has been in place for 23 years and has not been updated with needed data elements to meet internal tracking and reporting needs nor has adequate security or multi-user access for MDEAT HAP designated users.

Miami-Dade Economic Advocacy Trust (MDEAT) is seeking proposals from firms for the professional services of an experienced and qualified business, individual and or combination thereof, to provide a *robust, multifaceted "content management platform"* that can manage large volumes of data, track workflow and automate the workflow among staff. The system should be an automated system that can process, *fully capture and document MDEAT's participation activities in its applicant's mortgage loans* from origination to post closing. The *implementation* should incorporate the latest technology including but not *limited to industry wide accepted best practices, Ex.: enhance security features, etc.*

### **2.2 Objective**

The objective of this solicitation is to enter into a contract with a selected proposer that can provide a *content management platform that allows for user data entry, scanned document entry and be populated with data from external sources and provide easy recall, display and or manipulation for reporting as required.* MDEAT is seeking a user-friendly system that allows for *systematic collection and organization of information, tracking of workflow by individual personnel or as between personnel and or as between personnel business executives, etc.* The objective is to have a *dynamic combination of strategies, methods, and tools used to capture, manage, store, preserve, and deliver and track information supporting key organizational workflows and processes generated by the data through its entire lifecycle.* The system must incorporate the latest technology i.e. scanning capability, remote access, workflows that guide and optimize processing capabilities, and multiple user capability to name a few.

### **2.3 Minimum Qualification Requirement**

The minimum qualification requirement for this solicitation is as follows:

The successful proposer shall have the ability to organize and direct the implementation and upkeep of a functional database system. The successful proposer shall have installed at least two (2) content management systems that are operating and can be

demonstrated upon request. The successful proposer must demonstrate an understanding of the mortgage loan application processing from loan origination to post closing processing.

## 2.4 Tasks

The successful proposer will be required to complete the following task:

1. Organize and direct the implementation of a functioning content management platform.
2. Provide and/or arrange training and training materials for staff.
3. Organize and direct a method for upkeep of a content management platform.
4. Provide a method for ongoing system enhancements, fixes, troubleshooting, maintenance and support.

## 2.5 Deliverables

The successful proposer shall provide the following deliverables as agreed upon between the successful proposer and MDEAT:

1. A functioning, (designed to MDEAT's system requirements) content management platform that can process, capture, store and recall all exhaustive documentation necessary for MDEAT applicants mortgage loan assistance processing.
2. A training program for staff with training materials that can be used to train existing and new staff.
3. The content management platform should include but is not limited to the requirements outlined in this entire **Scope of Services** section.

## 2.6 Reporting Requirements

MDEAT and the successful proposer shall agree upon a reasonable reporting cycle.

## 2.7 Schedule

MDEAT and the successful proposer may agree upon a schedule of activities and deliverables that is mutually satisfactory to both parties.

## 2.8 Budget

MDEAT has initially budgeted \$100,000.00 for this endeavor. Budgeted amount should not prevent nor deter submission of a proposal.

## 2.9 System Requirements

### **Current Database**

The current Access database has been in place for 23 years and does not meet the internal reporting and tracking needs nor provide adequate security and access to MDEAT HAP designated users. Excel spreadsheets are also used as a tool to track loan processing data. In order to maximize staff time and create better efficiency and report generating capability, it is necessary to upgrade MDEAT's HAP program computer capacity substantially.

### **System Requirements**

The successful proposer must develop a methodology to achieve the following:

- Develop a method to monitor internal documentation of an application submission throughout the loan process (initial file receipt through post-closing).
- Develop a method to monitor noncompliant files from lenders and closing agents
- Develop a method to track sanction violations
- Develop a method to track HAP policy and procedures violations
- Develop a method to track performance of MDEAT's internal process (turn-times and response times)
- **Workflows and Processes (Summary)**

#### 1) Phase 1 - Intake

- a) Log in file or documents
- b) Input (enter) file and/or document information into the system

#### 2) Phase 2 - File Review

- a) File/ documents reviewed for completeness and compliance
- b) Decision point determined (enter "as of" date)
- c) Decision result
  - i. Doesn't meet requirements
  - ii. Meets requirements

- iii. Request more information
- iv. File submission denied

3) Phase 3 – Document Processing

- a) First decision point – Advise MLO (Mortgage Loan Originator) and Closing Agent (CA)
- b) Second decision Point – Gather remaining conditions or documents from applicable parties
- c) Decision result
  - i. Issue HAP Commitment Letter (CL)
  - ii. Cancel file submission (incomplete or at MLO/ MLOs lender) request
  - iii. File submission denied (based on received documents)

4) Phase 4 – Issue HAP Loan Commitment

- a) HAP CL provided to MLO and CA
- b) MLO and CA provide required funding conditions to assigned HAP Loan Manager (Loan Manager)
- c) Funding conditions reviewed by Loan Manager

5) Phase 5 – Funding Request

- a) HAP funding documents submitted to Miami-Dade County Finance Dept. (Finance) by Loan Manager
- b) Finance completes entry and set-up in their funding system (interface with what will be a *PeopleSoft* system)
- c) Finance required data entry completed by Loan Manager
- d) ACH Direct Deposit or check disbursement issued by Finance

6) Phase 6 – Post-Closing

- a) Phase 1
  - i. Initial post-closing documents received from CA (~3-5 days from closing) – HAP staff log-in applicable dates and data
  - ii. HAP Loan Servicing Manager (or designee) complete quality control (QC) and compliance check
  - iii. Results entered for tracking and QC management purposes



iv. Servicing manager or designee enters applicable loan servicing data into system

v. Initial post-closing docs placed in HAP file folder

b) Phase 2

i. Recorded documents received (4-6 weeks) from CA – Applicable dates and data entered into system

ii. Servicing manager or designee complete quality control (QC) and compliance check

iii. Servicing manager or designee place recorded documents in HAP file folder

iv. Post-closing audit completed

7) Phase 7 Subordination Request

a) HAP borrower (or designated representative) submits request for subordination – Servicing manager or designee send advisement

b) Subordination Closing Agent provides HAP with lender and CA required docs (per HAP checklist)

c) Servicing manager or designee reviews received docs for completeness and compliance

d) Entry of applicable dates and data into system OR request for additional docs made with date entry

e) Servicing manager or designee issues:

i. Subordination approval

ii. Subordination denial (with rationale advisement)

8) Phase 8 Short Sale – Specifications under development

9) Phase 9 Reconciliation - Specifications under development

• **Monthly Tracking Reports**

a) Develop a method to report on closed loans

b) Develop a method to report on all intake and tracking logs

c) Develop a method to report on denied and canceled loans (NOTE: There are currently three (3) versions of “canceled”: 1) Canceled before file processing assignment; 2) Canceled after file assigned and/or approved;

and 3) Canceled after HAP funds are requested and disbursed (by Finance)

- d) Develop a method to report on non-compliant & incomplete file submissions
- e) Develop a method to report on pending file submissions
- f) Develop a method to report on funding request status
- g) Develop a method to report on approved closing agents, lenders and realtors
- h) Develop a method to report on subordinations, foreclosures, payoffs, satisfaction mortgages and short sales
- i) Develop a method to report on HAP database reconciliation (Miami-Dade County) Finance database records (additional, special field required outside of (a) funds request date and (b) date of closing.

NOTE: Access database should be used to seed the database of new system, and then extended.

- j) Develop a method to report on quality control of post-closed loan and loan servicing.
- System should process a date/timestamp for application submission date.
  - System should process a date/timestamp for all activities
  - System should process a date/timestamp for assignment to loan managers
  - System should contain a method to process a date/timestamp of calls and written communications
  - Implement security measures allowing and restricting access to certain database information based on designated title and/or management/ administrative level

Hardware and software considerations:

- A) Server/Cloud/IT options and requirements
- B) Back-up of data options (on-site and off-site)
- C) Software licensing options (as applicable)
- D) Tech support options (on-site and automated)

These are a few of the considerations the successful proposer should document when preparing a response to this solicitation.

### **SECTION 3.0 – PROPOSAL FORMAT**

MDEAT offers to qualified candidates the opportunity to propose the manner that it sees best for the accomplishment of the scope of work. Those wishing to apply should submit all completed/signed paper work and documentation to MDEAT.

#### **3.1 INSTRUCTIONS TO PROPOSERS:**

Proposers should carefully follow the format and instructions outlined below, observing format requirements where indicated. All materials (except for plans and schematics, if any) are to be submitted on 8 ½" X 11" pages, neatly typed on one side only, with normal (1-inch) margins and single spacing. All documents and information must be fully completed and signed as required. The Proposer shall submit one (1) original document and five (5) bound copies. The original document package must not be bound. The document package copies should be individually bound. Proposals, which do not include the required documents, may be deemed non-responsive and may not be considered for contract award.

#### **3.2 CONTENT OF PROPOSAL:**

The Proposal must consist of the following:

##### **Minimum Qualification Requirements**

1. Provide documentation that demonstrates proposer's ability to satisfy all of the minimum qualification requirements. Proposers who do not meet the minimum qualification requirements or who fail to provide supporting documentation may be deemed non-responsive. Successful proposers shall demonstrate the ability to perform all activities as outlined in the scope of services. This shall include, but not be limited to the ability to design, implement, install and maintain a computerized (automated) content management system that can track, monitor, and generate reports associated with mortgage loan operations.

Successful proposers will be evaluated based on the following criteria:

- Demonstrated understanding of methodologies and techniques in developing Content Management Systems (CMS) in accordance with these specifications.
- Documented experience related to accessing CMS design, development and implementation services.
- Successful proposer shall have the ability to organize and direct the implementation and upkeep of a functional Content Management System.
- Successful proposer shall have installed at least two (2) Content Management Systems that are operating and can be demonstrated upon request.
- Successful proposer must demonstrate an understanding of mortgage loan application processing from loan origination thru post-closing processing.

- Design and/or update CMS data base.
- Test, maintain and recommend system improvements to ensure strong functionality and optimization.
- Independently install, customize and integrate third-party system enhancements.
- Facilitate root cause analysis of system issues.
- Identify ways to improve system performance and impact end user efficiency.
- Analyze current operations to recommend and plan the installation of new systems or modifications to an existing system.

### **Proposer's Experience and Past Performance**

2. Describe the proposer's past performance and experience and state the number of years that the proposer has been in existence, the current number of employees, and the primary markets served.

3. Provide a detailed description of comparable contracts (similar in scope of services to those requested herein) which the proposer has either ongoing or completed within the past three years. The description should identify for each project: (i) client, (ii) description of work, (iii) total dollar value of the contract, (iv) dates covering the term of the contract, (v) client contact person and phone number, (vi) statement of whether proposer was the prime contractor or subcontractor, and (vii) the results of the project. Where possible, list and describe those projects performed for government clients or similar size private entities (excluding any work performed for the county).

4. List all contracts which the proposer has performed for Miami-Dade County. MDEAT will review all contracts the proposer has performed for the county in accordance with Section 2-8.1(g) of the Miami-Dade County Code, which requires that "a Bidder's or Proposer's past performance on county contracts be considered in the selection of consultants and contractors for future county contracts." As such the proposer must list and describe all work performed for Miami-Dade County and include for each project: (i) name of the county department which administers or administered the contract, (ii) description of work, (iii) total dollar value of the contract, (iv) dates covering the term of the contract, (v) county contact person and phone number, (vi) statement of whether proposer was the prime contractor or subcontractor, and (vii) the results of the project.

### **Key Personnel and Subcontractors Performing Services**

5. Provide an organization chart showing all key personnel including their titles to be assigned to this project. This chart must clearly identify the proposer's employees and those of the subcontractors or subconsultants and shall include the functions to be

performed by the key personnel. All key personnel include all partners, managers, seniors and other professional staff that will perform work and/or services in this project.

6. List the names and addresses of all first-tier subcontractors, and describe the extent of work to be performed by each first-tier subcontractor. Describe the experience, qualifications and other vital information, including relevant experience on previous similar projects, of the subcontractors who will be assigned to this project.

7. Describe the experience, qualifications and other vital information, including relevant experience on previous similar projects, of all key personnel, including those of subcontractors, who will be assigned to this project.

8. Provide resumes, if available with job descriptions and other detailed qualification information on all key personnel who will be assigned to this project, including any key personnel of subcontractors.

**Note: After proposal submission, but prior to the award of any contract issued as a result of this solicitation, the proposer has a continuing obligation to advise MDEAT of any changes, intended or otherwise, to the key personnel identified in its proposal.**

### **Proposed Approach to Providing the Services**

9. Describe proposer's specific project plan and procedures to be used in providing the services in the Scope of Services (**see Section 2.0**). The "Project Plan" should be specific regarding the relationship that is being proposed between MDEAT and the successful proposer.

10. Describe proposer's approach to project organization and management, including the responsibilities of proposer's management and staff personnel that will perform work in this project.

11. Provide a project schedule identifying specific key tasks and duration.

12. Identify if proposer has taken any exception to the terms of this solicitation. If so, indicate what alternative is being offered and the cost implications of the exception(s).

**IV. Affidavits/Acknowledgements**

The proposer must complete, sign as required, and submit the following documents as part of its proposal:

**Proposal**

- Form A-1 Cover page of proposal
- Form A-2 Affidavit of Miami-Dade County Lobbyist [Proposer] Registration for Oral Presentation **(see Section 1.16)**
- Form A-3 Acknowledgement of Addenda **(see Section 1.7)**
- Form A-4 Disability Nondiscrimination Affidavit
- Form A-5 Local Business Preference [Information] **(see Section 1.21)**
- Form A-7.1 Subcontractor/Supplier Listing **(see Section 1.29)**
- Form A-7.2 Fair Subcontracting Policies **(see Section 1.30)**

**3.3 PROPOSAL PREPARATION REQUIREMENTS**

All proposals must be submitted on 8 1/2" x 11" paper.

Proposers shall include their complete return address on the outer envelope wrapper enclosing any materials submitted in response to this RFP. Such outer envelope or wrapper should be addressed as follows:

Proposer's Name  
Proposer's Address  
Proposer's Telephone Number  
Proposer's e-mail address

Miami-Dade Economic Advocacy Trust  
Stephen P. Clark Center  
111 NW 1<sup>st</sup> Street, Suite 2032  
Miami, FL 33128

RFP NO.MDEAT HAP IT 160919

RFP Title: Housing Assistance Program Information Technology Upgrade

Proposal Due Date: Friday, November 1, 2019 at 2:00 PM (Eastern Standard Time)

## SECTION 4.0 - EVALUATION/SELECTION PROCESS

### 4.1 Review of Proposals for Responsiveness

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in this solicitation. A responsive proposal is one which follows the requirements of this solicitation, includes all documentation, is submitted in the format outlined in this solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the proposal being deemed non-responsive.

### 4.2 Evaluation Criteria

Proposals will be evaluated by an Evaluation/Selection Committee which will evaluate and rank proposals on criteria listed below. The Evaluation/Selection Committee will be comprised of members of the MDEAT or Miami-Dade County staff and/or members of the community at large. The criteria are itemized with their respective weights for a maximum total of one hundred (100) points per Evaluation/Selection Committee member.

<u>Technical Criteria</u>	<u>Points</u>
1. Proposer's relevant experience, qualifications, and past performance	25
2. Relevant experience and qualifications of key personnel, including key personnel of subcontractors, that will be assigned to this project, and experience and qualifications of subcontractors	05
3. Proposer's approach to providing the services requested in this solicitation	70

### 4.3 Oral Presentations

Upon completion of the technical criteria evaluation indicated above, rating and ranking, the Evaluation/Selection Committee may choose to conduct an oral presentation with the proposer(s) which the Evaluation/Selection Committee deems to warrant further consideration based on, among other considerations, scores in clusters and/or maintaining competition (See **Form A-2** regarding registering speakers in the proposal for oral presentations). Upon completion of oral presentation(s), the Evaluation/Selection Committee will re-evaluate, re-rate and re-rank the proposals remaining in consideration based upon the written documents combined with the oral presentation.

### 4.4 Selection Factor

This solicitation includes a selection factor for Miami-Dade County Certified Small Business Enterprises (SBE's) as follows: A SBE/Micro Business Enterprise is entitled to receive an additional ten percent (10%) of the total technical evaluation points on the



technical portion of such proposer's proposal. An SBE/Micro Business Enterprise must be certified by the Department of Small Business Development for the type of goods and/or services the Proposer provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information contact the Department of Small Business Development at (305) 375-3111 or access [www.miamidade.gov/sba](http://www.miamidade.gov/sba). The SBE/Micro Business Enterprise must be certified by proposal submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference.

#### **4.5 Local Certified Service-Disabled Veteran's Business Enterprise Preference**

This solicitation includes a preference for Miami-Dade County Local Certified Service-Disabled Veteran Business Enterprises in accordance with Section 2-8.5.1 of the Code of Miami-Dade County. A VBE is entitled to receive an additional five percent (5%) of the total technical evaluation points on the technical portion of such proposer's proposal. If a Miami-Dade County Certified Small Business Enterprise (SBE) measure is being applied to this Solicitation, a VBE which also qualifies for the SBE measure shall not receive the veteran's preference provided in this section and shall be limited to the applicable SBE preference.

#### **4.6 Price Evaluation**

After the evaluation of the technical proposal, in light of the oral presentation(s) if necessary, MDEAT will evaluate the "price proposal" of those proposers remaining in consideration.

The "price proposal" will be evaluated subjectively in combination with the technical proposal, including an evaluation of how well it matches proposer's understanding of MDEAT's needs described in this solicitation, the proposer's assumptions, and the value of the proposed services. The pricing evaluation is used as part of the evaluation process to determine the highest ranked proposer. MDEAT reserves the right to negotiate the final terms, conditions and pricing of the contract as may be in the best interest of MDEAT and the county.

#### **4.7 Local Preference**

The evaluation of competitive solicitations is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal or state law, or any other funding source requirements, provides that preference be given to local businesses (see **Form A-4**). If, following the completion of final rankings by the Evaluation/Selection Committee, a non-local proposer is the highest ranked responsive and responsible proposer, and the ranking of a responsive and responsible local proposer is within 5% of the ranking obtained by said non-local proposer, then the Evaluation/Selection Committee will recommend that a contract be negotiated with said local proposer.

**4.8 Negotiations**

MDEAT may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the proposer's best terms from a monetary and technical standpoint.

The Evaluation/Selection Committee will evaluate, score and rank proposals, and submit the results of their evaluation to the MDEAT Executive Director with their recommendation. MDEAT will determine with which proposer(s) MDEAT shall negotiate, if any, taking into consideration the Local Preference section above. In MDEAT's sole discretion, MDEAT may direct negotiations with the highest ranked proposer, negotiations with multiple proposers, or may request best and final offers.

Notwithstanding the foregoing, if MDEAT and said proposer(s) cannot reach agreement on a contract, MDEAT reserves the right to terminate negotiations and may, at MDEAT's discretion, begin negotiations with the next highest ranked proposer(s). This process may continue until a contract acceptable to MDEAT has been executed or all proposals are rejected. No proposer shall have any rights against MDEAT or Miami-Dade County arising from such negotiations or termination thereof.

Any proposer recommended for negotiations shall:

- a) Complete a Collusion Affidavit, in accordance with Sections 2-8-1.1 of the Miami-Dade County Code as amended by Ordinance 08-113. (If a proposer fails to submit the required Collusion Affidavit, said proposer shall be ineligible for award.)

Any proposer recommended for negotiations may be required to provide to MDEAT:

- a) Its most recent certified business financial statements as of a date not earlier than the end of the Proposer's preceding official tax accounting period, together with a statement in writing, signed by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheet and income statement submitted, or with an explanation for a material change in the financial condition. A copy of the most recent business income tax return will be accepted if certified financial statements are unavailable.
- b) Information concerning any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the proposer, any of its employees or subcontractors is or has been involved within the last three years.

**4.9 Contract Award**

Any contract, resulting from this solicitation, will be submitted to the MDEAT Executive Director for approval. All proposers will be notified in writing when the MDEAT Executive Director makes an award recommendation. The Contract award, if any, shall be made to

the proposer whose proposal shall be deemed by MDEAT to be in the best interest of MDEAT. Notwithstanding the rights of protest listed below, MDEAT's decision of whether to make the award and to which proposer shall be final.

#### **4.10 Rights of Protest**

- A. A recommendation for contract award or rejection of all proposals may be protested by a proposer in accordance with the procedures contained in Sections 2-8.3 and 2-8.4 of Miami-Dade County Code, as amended, and as established in Implementing Order No. 3-21.
- B. A written intent to protest shall be filed with the Clerk of the Board and mailed to all participants in the competitive process and to MDEAT Attorney within three (3) County workdays of the filing of the MDEAT Executive Director's recommendation. This three day period begins on MDEAT workday after the filing of the MDEAT Executive Director's recommendation. Such written intent to protest shall state the particular grounds on which it is based and shall be accompanied by a filing fee as detailed in Para C just below.
- C. The written intent to protest shall be accompanied by a non-refundable filing fee, payable to the Clerk of the Board, in accordance with the schedule provided below:

<b><u>Award Amount</u></b>	<b><u>Filing Fee</u></b>
\$25,000-\$250,000	\$500
\$250,001-\$500,000	\$1,000
\$500,001-\$5 million	\$3,000
Over \$5 million	\$5,000

- D. For award recommendations greater than \$250,000, MDEAT's recommendation to award or reject will be immediately communicated (via mail, fax or e-mail) to all participants in the competitive process and filed with the Clerk of the Board.
- E. For award recommendations from \$25,000 to \$250,000, recommendations to award or reject will be posted on the Department of Procurement Management website.

Any question, issue, objection or disagreement concerning, generated by, or arising from the published requirements, terms, conditions or processes contained or described in the solicitation document shall be deemed waived by the protester and shall be rejected as a basis for a protest unless it was brought by that proposer to the attention, in writing, of the procurement agent, buyer, contracting officer or other contact person in MDEAT, which has issued the solicitation document, at least two working days (not less than 48 hours) prior to the hour of the due date for proposal submission.

## Form A-1

<b>PROPOSER'S NAME</b> (Name of firm, entity or organization):  		
<b>FEDERAL EMPLOYER IDENTIFICATION NUMBER:</b>  		
<b>NAME AND TITLE OF PROPOSER'S CONTACT PERSON:</b>  		
Name: _____		Title: _____
<b>MAILING ADDRESS:</b>  		
Street Address: _____  		
City, State, Zip: _____		
<b>TELEPHONE:</b> (____) _____	<b>FAX:</b> (____) _____	<b>E-MAIL ADDRESS:</b> (____) _____
<b>PROPOSER'S ORGANIZATIONAL STRUCTURE:</b>  		
____ Corporation    ____ Partnership    ____ Proprietorship    ____ Joint Venture  ____ Other (Explain): _____		
<b>IF CORPORATION,</b> Date Incorporated/Organized: _____  State Incorporated/Organized: _____  States registered in as foreign corporation: _____		
<b>PROPOSER'S SERVICE OR BUSINESS ACTIVITIES OTHER THAN WHAT THIS SOLICITATED REQUEST FOR:</b>  		
<b>LIST NAMES OF PROPOSER'S SUBCONTRACTORS OR SUBCONSULTANTS FOR THIS PROJECT:</b>          		
<b>PROPOSER'S AUTHORIZED SIGNATURE</b>  		
The undersigned hereby certified that this proposal is submitted in response to this solicitation.  		
Signed By: _____ Date: _____		
Print Name: _____ Title: _____		
A-1 Rev. 10/1/99		

**AFFIDAVIT OF MIAMI-DADE COUNTY  
LOBBYIST REGISTRATION FOR ORAL PRESENTATION**

Business Telephone: ( )

TEL. NO.

[illegible]

COUNTY OF \_\_\_\_\_

(Serial Number, if any)

## Form A-3

**ACKNOWLEDGEMENT OF ADDENDA**

**Instructions:** Complete Part I or Part II, whichever is applicable.

**PART I:** Listed below are the dates of issue for each Addendum received in connection with this solicitation.

Addendum #1, Dated \_\_\_\_\_, 200\_\_

Addendum #2, Dated \_\_\_\_\_, 200\_\_

Addendum #3, Dated \_\_\_\_\_, 200\_\_

Addendum #4, Dated \_\_\_\_\_, 200\_\_

Addendum #5, Dated \_\_\_\_\_, 200\_\_

Addendum #6, Dated \_\_\_\_\_, 200\_\_

Addendum #7, Dated \_\_\_\_\_, 200\_\_

Addendum #8, Dated \_\_\_\_\_, 200\_\_

Addendum #9, Dated \_\_\_\_\_, 200\_\_

**PART II:**

\_\_\_\_\_ No Addendum was received in connection with this solicitation.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

# Form A-4

## DISABILITY NONDISCRIMINATION AFFIDAVIT

CONTRACT REFERENCE: \_\_\_\_\_

NAME OF FIRM, CORPORATION, OR ORGANIZATION: \_\_\_\_\_

AUTHORIZED AGENT COMPLETING AFFIDAVIT: \_\_\_\_\_

POSITION: \_\_\_\_\_ PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

I, \_\_\_\_\_, being duly first sworn state:

That the above named firm, corporation or organization is in compliance with and agrees to continue to comply with, and assure that any subcontractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

The Americans with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 U.S.C. 12101-12213 and 47 U.S.C. Sections 225 and 611 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private Entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Rehabilitation Act of 1973, 29 U.S.C. Section 794

The Federal Transit Act, as amended 49 U.S.C. Section 1612

The Fair Housing Act as amended, 42 U.S.C. Section 3601-3631

\_\_\_\_\_  
Signature\_\_\_\_\_  
DateSUBSCRIBED AND SWORN TO (or affirmed) before me on \_\_\_\_\_  
(Date)

by \_\_\_\_\_ He/She is personally known to me or has

(Affiant)

presented

as identification.

\_\_\_\_\_  
(Type of Identification)\_\_\_\_\_  
(Signature of Notary)\_\_\_\_\_  
(Serial Number)\_\_\_\_\_  
(Print or Stamp Name of Notary)\_\_\_\_\_  
(Expiration Date)

Notary Public \_\_\_\_\_

Notary Seal  
(State)

## FORM A-5

**LOCAL BUSINESS PREFERENCE**

Proposals submitted for this solicitation will be reviewed by the Evaluation and Selection Committee for award of up to 10 points in accordance with Miami-Dade County Ordinances 94-166, defining local business preference. A local business is defined as a firm having either its **Headquarters** in Miami-Dade, Florida, or a **Place of Business** (local office) in Miami-Dade County at which it will produce a substantial amount of the goods or perform the services to be purchased.

In order for Proposers to be considered for local preference points, the proposal submission must present all information requested by the County in this Form A-5.

**Headquarters**

Proposers claiming headquarters in Miami-Dade County must complete pages 2 and 4 of this form, attach applicable documents, appropriately sign and notarize this Form, and include this completed form with applicable documents in their proposal submission.

**Place of Business (Local Office)**

Proposers claiming a local office in Miami-Dade County must complete pages 2, 3 and 4 of this form, attach applicable documents, appropriately sign and notarize this Form, and include this completed Form with applicable documents in their proposal submission.

## Notes:

- (1) Each resume submitted with the proposal is **required** to specify the **city and state** of the office to which the person is permanently assigned in the firm.
- (2) Proposers are advised that for the purposes of local preference points it is in their best interest to include resumes for each person in the Miami-Dade County headquarters/office who will have substantial involvement in the goods and services proposed.



**LOCAL PREFERENCE**

NAME OF FIRM: \_\_\_\_\_

**Response to Miami-Dade County Request for Local Business Preference**

The following information is required from the Proposer (prime contractor or prime consultant) in order to be considered for local preference points:

1. Is the proposer headquartered in Miami-Dade County, Florida? (Check one)

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes" skip 2, answer item 3a below, skip items 3b and 3c, comply with items 4 and 5, and complete item 6. If "No," please go to item 2 below.

2. If the answer to Question 1 is "No", does your firm have an office in Miami-Dade County, Florida, at which it will produce the goods or perform the services to be provided hereunder? (Check one)

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes" skip item 3a, answer items 3b and 3c below, comply with items 4 and 5, and complete item 6.

**If "No", please complete item 6.**

3. Supply the information requested below. The employee numbers submitted are to be accurate as of the submittal date of your response to this solicitation.

- 3a. Total number of permanent employees working at your headquarters cited for Question

No. 1: \_\_\_\_\_; and,

total number of these employees who are Miami-Dade County residents:

\_\_\_\_\_

**3b.** Total number of permanent employees working at the local office cited for Question

No. 2: \_\_\_\_\_; and,

total number of these employees who are Miami-Dade County residents:

\_\_\_\_\_

**Those Proposers not headquartered in Miami-Dade County but claiming a local office shall complete 3c below;** (Proposers having headquarters in Miami-Dade County should not fill out this portion and should proceed directly to item 4 below):

**3c.** Proposers must list all individuals proposed to perform work as stated in Proposal submitted for this solicitation; please state each individual's function or discipline, permanent office and the percentage of the proposed effort that individual will perform. The entire proposed effort for the purposes of this form is considered to be 100% - and each individual listed shall perform a percentage of that work. As closely as possible, please estimate the percentage of time that each individual will perform work for the proposed effort. (As an example, if the total proposed effort is 100 hours of work, and one individual will perform 10 hours of that work, that individual's % is 10%.)

<u>Name of individual performing Work</u>	<u>Function/ Discipline</u>	<u>Permanent Office (City and State)</u>	<u>Percentage of Work</u>
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____
5) _____	_____	_____	_____
6) _____	_____	_____	_____
7) _____	_____	_____	_____
8) _____	_____	_____	_____
9) _____	_____	_____	_____
TOTAL			100%

(PLEASE ATTACH ADDITIONAL LIST IF MORE SPACE IS NEEDED)

4. **Submit proof of occupancy** of the Miami-Dade County location proposed to produce the goods or provide the services to be purchased hereunder. If a proposer is leasing space from another company, a copy of the lease or an affidavit from the lessor must be submitted.

5. **Submit a copy of the Miami-Dade County Occupational License** for the location where the goods are to be produced or services are to be performed.

6. Proposer:

Federal Employer Identification Number: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

I hereby certify that to the best of my knowledge and belief all the foregoing facts are true and correct.

Signature of Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

SUBSCRIBED AND SWORN TO (or affirmed) before me on \_\_\_\_\_,  
(Date)

by \_\_\_\_\_, He/She is personally known to me or has  
(Affiant)  
presented \_\_\_\_\_ as identification.  
(Type of Identification)

\_\_\_\_\_  
(Signature of Notary) (Serial Number)

\_\_\_\_\_  
(Print or Stamp Name of Notary) (Expiration Date)

Notary Public \_\_\_\_\_  
(State)

Notary Seal

**SUBCONTRACTOR/SUPPLIER LISTING**  
(Ordinance 97-104)

Firm Name of Prime Contractor/Proposer \_\_\_\_\_

RFP Name \_\_\_\_\_

RFP Number \_\_\_\_\_

This form, or a comparable listing meeting the requirements of Ordinance No. 97-104, **MUST** be completed by all bidders and proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders and proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. **This form, or a comparable listing meeting the requirements of Ordinance No. 97-104, must be completed and submitted even though the bidder or proposer will not utilize subcontractors or suppliers on the contract. The bidder or proposer should enter the word "NONE" under the appropriate heading of Form A-7.1 in those instances where no subcontractors or suppliers will be used on the contract. A bidder or proposer who is awarded the contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified except upon written approval of the County.**

Business Name and Address of First Tier Subcontractor/Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/Subconsultant	(Principal Owner) Gender	Race
Business Name and Address of Direct Supplier	Principal Owner	Supplies/Materials/Services to be Provided by Supplier	(Principal Owner) Gender	Race

I certify that the representations contained in this Subcontractor/Supplier Listing are to the best of my knowledge true and accurate.

Signature of Proposer's  
Authorized Representative

Print Name

(Duplicate if additional space is needed)

Print Title

Date

**FOR ALL CONTRACTS IN WHICH THE PROPOSER MAY USE A  
SUBCONTRACTOR(S) THIS FORM MUST BE COMPLETED AND FILED PRIOR  
TO AWARD (PROPOSER MAY FILE WITH THE PROPOSAL).**

**FORM A-7.2**

**FAIR SUBCONTRACTING POLICIES  
(Ordinance 97-35)**

**FAIR SUBCONTRACTING PRACTICES**

In compliance with Miami-Dade County Ordinance 97-35, the Proposer submits the following detailed statement of its policies and procedures for awarding subcontracts:

\_\_\_\_\_

I hereby certify that the foregoing information is true, correct and complete.

Signature of Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Fed. ID No. \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_



Project No. \_\_\_\_\_  
Project Name: \_\_\_\_\_

which is representative of the population make-up of the nation and hereby claims exemption in accordance with the requirements of Ordinance 98-30. Said bidder has a current Board of Directors Disclosure form, as required by Ordinance 98-30, processed and approved for filing with the Miami-Dade County Department of Business Development (DBD) under the file No. \_\_\_\_\_ and the expiration date of \_\_\_\_\_.

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By: \_\_\_\_\_ having the title of \_\_\_\_\_  
with \_\_\_\_\_.

☐ a corporation      ☐ partnership      ☐ joint venture

*For questions regarding these requirements contact the Miami-Dade County Department of Business Development at (305) 349-5960.*

MIAMI-DADE COUNTY  
DEPARTMENT OF BUSINESS DEVELOPMENT  
COURTHOUSE CENTER  
175NW 1<sup>ST</sup> AVENUE  
28<sup>TH</sup> FLOOR  
MIAMI, FLORIDA 33128



**FORM A-8.2**  
**AFFIRMATIVE ACTION PLAN/PROCUREMENT POLICY**  
**AFFIDAVIT**  
 (Ordinance 98-30)

I being duly first sworn, upon oath deposes that \_\_\_\_\_ has a current Affirmative Action Plan and/or  
 \_\_\_\_\_  
 Name of Company  
 Procurement Policy, as required by Ordinance 98-30, processed and approved for filing with the Miami-Dade County Department  
 of Business Development (DBD) under the file No. \_\_\_\_\_ and the expiration  
 date of \_\_\_\_\_.

Witness: \_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

Witness: \_\_\_\_\_  
 Signature

By: \_\_\_\_\_  
 Legal Name and Title

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

**FOR AN INDIVIDUAL ACTING IN HIS OWN RIGHT:**

By: \_\_\_\_\_

**FOR A CORPORATION, PARTNERSHIP OR JOINT VENTURE:**

By: \_\_\_\_\_ having the title of \_\_\_\_\_

with \_\_\_\_\_.

☐ a \_\_\_\_\_ corporation

☐ partnership

☐ joint venture.

☐ **DOES NOT APPLY-MY COMPANY'S REVENUE IS LESS THAN \$5 MILLION**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**PLEASE NOTE:**

Ordinance 82-37 requires that all property licensed architectural, engineering, landscape architectural, and land surveyor, have an affirmative action plan on file with the County.

Ordinance 98-30 requires that firms that have annual gross revenue in excess of five (5) million dollars have an affirmative action plan and procurement policy on file with the County. If your firm does not have an annual gross revenue in excess of five (5) million dollars: check the above, sign and return this affidavit only. Firms that have a Board of Directors that are representative of the population make-up of the nation are exempt and must complete and return THE EXEMPTION AFFIDAVIT only.

For questions regarding these requirements, please contact the Miami-Dade County Department of Business Development at 305-349-5960

**THIS AFFIDAVIT MUST BE PROPERLY EXECUTED BY THE BIDDER  
 AND RETURNED TO:**

MIAMI-DADE COUNTY  
 DEPARTMENT OF BUSINESS DEVELOPMENT  
 COURTHOUSE CENTER  
 175 NW 1<sup>ST</sup> AVENUE  
 28<sup>TH</sup> FLOOR  
 MIAMI, FLORIDA 33128

**Form A-9**  
**PROJECT FRESH START WELFARE-TO-WORK INITIATIVE**  
**RESOLUTIONS R-702-98 and R-358-99**

On June 16, 1998, the Board of County Commissioners adopted Resolution No. R-702-98 requiring certain entities entering into new or renewing existing contracts with Miami-Dade County, to make monetary contributions to Project Fresh Start, the County's welfare-to-work initiative. The resolution, with its contractual requirements and provisions, became effective on June 26, 1998, and was amended by Resolution No. R-358-99 on April 13, 1999.

The resolution applies to contracts for goods and services, including construction, which results in the actual payment of \$500,000 or more by the County to a contracting entity. These contracts include competitively solicited contracts advertised after June 26, 1998 and contracts resulting from an alternate procurement process which are entered into after June 26, 1998. The resolution also applies to post June 26, 1998 renewals of existing contracts, regardless of the effective date of the original contract.

The requirements of these resolutions do not pertain to contracts with an actual payment of less than \$500,000, contracts with government entities, contracts with not-for-profit organizations and grant awards. Furthermore, if five percent (5%) of the firm's work force consists of individuals who reside in Miami-Dade County and who have lost or will lose cash assistance benefits (formerly Aid to Families With Dependent Children) as a result of the Fiscal Responsibility and Work Opportunity Reconciliation Act of 1996, the entity may request a waiver from the requirements of R-702-98 and R-358-99.

**Contributions to Project Start shall be based on the following scale**

**If the entity has a contract with the County that results in actual payment of an amount between:**

<b>\$500,000 to 1,000,000</b>	<b>the entity shall contribute</b>	<b>\$5,000</b>
<b>\$1,000,001 to 5,000,000</b>	<b>the entity shall contribute</b>	<b>\$10,000</b>
<b>\$5,000,001 to 10,000,000</b>	<b>the entity shall contribute</b>	<b>\$20,000</b>
<b>\$10,000,001 &amp; over</b>	<b>the entity shall contribute</b>	<b>\$25,000</b>

\_\_\_\_\_  
Company Name

\_\_\_\_ / \_\_\_\_ - \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
FEIN Number

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Affiant

**SUBSCRIBED AND SWORN TO** (or affirmed) before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

He/She is personally known to me or has presented \_\_\_\_\_ as identification.

\_\_\_\_\_  
Type of identification

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Serial Number

\_\_\_\_\_  
Print or Stamp Name of Notary

\_\_\_\_\_  
Expiration Date

Notary Public – State of \_\_\_\_\_

Notary Seal

**Compliance with this requirement shall be a condition of award  
of any contract issued as a result of this solicitation**



**Form A-9.1**  
**CONTRIBUTION TO PROJECT FRESH START**  
**WAIVER REQUEST AFFIDAVIT**  
**(Resolution 702-98 and 358-99)**

I, \_\_\_\_\_, of \_\_\_\_\_, being  
Affiant Name of Entity

duly first sworn, upon oath state that five percent (5%) of this entity's work force consists of individuals who reside in Miami-Dade County and who have lost or who will lose cash assistance benefits (formerly Aid to Families with Dependent Children or "AFDC") as a result of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. Specifically \_\_\_\_\_ out of \_\_\_\_\_ employees meet the requirements of this affidavit.

**EMPLOYEE WORK FORCE INFORMATION**

I hereby submit a complete list of employees that meet the requirements of this affidavit and provide the following information:

- **Full Name of Employee**
- **Residential Address**
- **Date of Birth**
- **Social Security Number (Used for employment)**

Therefore, pursuant to Section 3 of Resolution 702-98 and 358-99, I request a waiver of the requirements of Resolution 702-98 and 358-99, specifically the requirement that this entity contribute to Project Fresh Start.

By: \_\_\_\_\_, 20 \_\_\_\_  
Signature of Affiant Date

\_\_\_\_\_  
Printed Name of Affiant and Title      Federal Employer Identification Number

\_\_\_\_\_  
Printed Name of Firm

\_\_\_\_\_  
Address of Firm

**SUBSCRIBED AND SWORN TO** (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

He/She is personally known to me or has presented \_\_\_\_\_ as identification.  
Type of identification

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Serial Number

\_\_\_\_\_  
Print or Stamp Name of Notary

\_\_\_\_\_  
Expiration Date

Notary Public – State of \_\_\_\_\_

Notary Seal

**MIAMI-DADE COUNTY COLLECTION OF TAXES,  
FEES AND PARKING TICKETS AFFIDAVIT  
(Ordinance 95-178) Section 1 (1.3 E)**

That all delinquent and currently due fees or taxes (including, but not limited to, real and personal property taxes) collected in the normal course by the Miami-Dade County Tax Collector and County issued parking tickets for vehicles registered in the name of the above Proposer, have been paid.

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Address of Firm

Notary Seal