

Memorandum



Date: December 1, 2021

Agenda Item No. 8(F)(6)

To: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

From: Daniella Levine Cava
Mayor

Subject: Recommendation for Approval to Exercise the Renewal Terms under Contract No. RFP-01132, Section 8 Housing Voucher Services

Recommendation

It is recommended that the Board of County Commissioners (Board) authorize the County Mayor or County Mayor's designee to exercise the three one-year renewal terms with Nan McKay and Associates, Inc. under *Contract No. RFP-01132, Section 8 Housing Voucher Services* (the "Contract"), for the Public Housing and Community Development Department (PHCD).

The Board approved this competitively solicited contract on November 19, 2019, via Resolution No. R-1221-19 for a two-year initial term. Pursuant to Resolution No. R-1221-19, the County Mayor or County Mayor's designee was required to seek approval of the Board prior to exercising the three, one-year options to renew terms contained in the Contract. The Contract's initial term expires on December 31, 2021.

Approval of the three one-year options to renew is requested to ensure continuity of services. The Contract provides for the administration and management of the Section 8 Housing Choice Voucher Program (Program). This federal Program offers subsidies to families, veterans, the elderly and the disabled as well as providing affordable, safe and sanitary housing in the private market. Services under the Program comprise intake, case management, family self-sufficiency and inspections. The awarded vendor manages and operates the Program waiting list, provides intake and new admission services and conducts on-going tenant services.

Scope

The scope of this item is countywide in nature.

Fiscal Impact/Funding Source

The Contract term expires on December 31, 2021 and has a current allocation of \$24,155,764. If this request is approved, the Contract will have a cumulative allocation of \$51,614,410 and will expire on December 31, 2024. There is no fiscal impact to the general fund as this contract is federally funded.

Department	Current Allocation	Renewal Term Allocation	Cumulative Allocation	Funding Source	Contract Manager
Public Housing and Community Development	\$24,155,764	\$27,458,646	\$51,614,410	Federal Funds	Crystal Coleman
Total:	\$24,155,764	\$27,458,646	\$51,614,410		

Track Record/Monitor

Pearl Bethel of the Internal Services Department is the Procurement Contracting Manager.

Delegated Authority

If this item is approved, the County Mayor or County Mayor's designee will have the authority to exercise all provisions of the Contract, including any cancellation, renewal or extension provisions, pursuant to Section 2-9.1 of the County Code and Implementing Order 3-38.

Awarded Vendor

Vendor	Principal Address	Local Address*	Number of Employee Residents	Principal
			1) Miami-Dade 2) Percentage*	
Nan McKay and Associates, Inc.	1810 Gillespie Way Suite 202 El Cajon, CA	7400 NW 19 Street Miami, FL	121	Nan A. McKay
			21%	

*Provided pursuant to Resolution No. R-1011-15. Percentage of employee residents is the percentage of vendor's employees who reside in Miami-Dade County as compared to the vendor's total workforce.

Due Diligence

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with the Internal Services Department's Procurement Guidelines to determine contractor responsibility, including verifying corporate status and that there are no performance and compliance issues. The lists that were referenced included convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to vendor responsibility.

Applicable Ordinances and Contract Measures

- The two percent User Access Program provision does not apply.
- The Small Business Enterprise Selection Factor does not apply.
- The Living Wage does not apply as the services are not covered by the Ordinance as well as the funding source.

Morris Copeland
 Chief Community Services Officer



MEMORANDUM
(Revised)

TO: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

DATE: December 1, 2021

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 8(F)(6)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Statement of social equity required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's present ____, 2/3 membership ____, 3/5's ____, unanimous ____, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ____, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) ____, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) ____) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(F)(6)
12-1-21

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE THE THREE, ONE-YEAR OPTION TO RENEW TERMS FOR CONTRACT NO. RFP-01132 FOR THE PURCHASE OF SECTION 8 HOUSING VOUCHER SERVICES IN AN AMOUNT UP TO \$27,458,646.00 FOR A CUMULATIVE ALLOCATION OF \$51,614,410.00 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, INCLUDING ANY RENEWALS, EXTENSIONS OR CANCELLATION PROVISIONS, PURSUANT TO COUNTY CODE SECTION 2-8.1 AND IMPLEMENTING ORDER 3-38

WHEREAS, this Board desires to accomplish the purpose outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:

Section 1. This Board authorizes the County Mayor or County Mayor's designee to exercise the three, one-year option to renew terms for Contract No. RFP-01132 for the purchase of Section 8 Housing Voucher Services in an amount up to \$27,458,646.00 for a cumulative allocation of \$51,614,410.00 for the Public Housing and Community Development Department.

Section 2. This Board further authorizes the County Mayor or County Mayor's designee to exercise all provisions of such contract, including any renewals, extensions or cancellation provisions, pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38. A copy of the contract is on file with and available upon request from the Internal Services Department, Strategic Procurement Division.

The foregoing resolution was offered by Commissioner , who moved its adoption. The motion was seconded by Commissioner and upon being put to a vote, the vote was as follows:

- | | |
|---------------------------------------|------------------------|
| Jose "Pepe" Diaz, Chairman | |
| Oliver G. Gilbert, III, Vice-Chairman | |
| Sen. René García | Keon Hardemon |
| Sally A. Heyman | Danielle Cohen Higgins |
| Eileen Higgins | Joe A. Martinez |
| Kionne L. McGhee | Jean Monestime |
| Raquel A. Regalado | Rebeca Sosa |
| Sen. Javier D. Souto | |

The Chairperson thereupon declared this resolution duly passed and adopted this 1st day of December, 2021. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.



Oren Rosenthal