

MEMORANDUM

Agenda Item No. 8(P)(2)

TO: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

DATE: March 7, 2023

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Resolution authorizing establishment of Prequalification Pool RTQ-02313 for the Community Action and Human Services Department for a five-year term in a total amount up to \$15,000,000.00 for the purchase of Head Start school and technology supplies; and authorizing the County Mayor to solicit pricing, award contracts, exercise all provisions of the solicitation documents and any resulting contracts pursuant to section 2-8.1 of the Code and Implementing Order 3-38, and add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis

The accompanying resolution was prepared by the Strategic Procurement Department and placed on the agenda at the request of Prime Sponsor Commissioner Kionne L. McGhee.




Geri Bonzon-Keenan
County Attorney

GBK/gh

MDC001

Date: March 7, 2023

To: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

From: Daniella Levine Cava 
Mayor

Subject: Recommendation for Approval to Establish a Prequalification Pool for Head Start School & Technology Supplies

Summary

This item establishes a prequalification pool for the purchase of educational school supplies, technology equipment, and related products for use in the classroom as well as for the administration of the Head Start/Early Head Start program for Community Action and Human Services Department (CAHSD). CAHSD's Head Start program is the largest comprehensive early childhood education and development program of its kind in the southeastern United States. The program focuses on the social, physical, and emotional development of children from birth to five years of age, ensuring that children are school-ready. Each year, this program offers education, child development, and family support services to nearly 7,000 low-income Miami-Dade County children, expectant mothers, and their families. Additionally, the program is awarded funding annually by the U.S. Department of Health and Human Services for program related services, and a portion of the funds received will be used for the purchase of educational and technology supplies under this pool.

The pool provides for the purchase of a broad range of classroom and technology supplies for use by CAHSD in its Head Start program. These supplies include, but are not limited to, traditional learning items such as art supplies, lab supplies, backpacks, incentives, games, puzzles, early learning centers and furnishings, books, and testing materials. The technology component includes, but is not limited to, the purchase of laptops, tablets, headphones, webcams, and other remote learning peripherals.

Recommendation

It is recommended that the Board of County Commissioners (Board) approve the establishment of a prequalification pool, *RTQ-02313, Head Start School & Technology Supplies* for CAHSD with an allocation of \$15,000,000 for a five-year term. This pool will allow CAHSD to provide educational and technological supplies to students across Miami-Dade County. The Small Business Enterprise contract measures and local preference do not apply due to the federal funding source. Three vendors are being recommended for inclusion in the pool. The pool will remain open to allow additional vendors that meet the prequalification criteria to be added throughout the pool's duration.

Prequalification Pool No. RTQ-01079, HeadStart/Early HeadStart School Supplies was awarded under delegated authority and will expire on June 30, 2024. During the COVID-19 pandemic, CAHSD received additional federal funds to ensure services continued to be delivered in a safe and effective manner. A portion of these additional funds were directly provided to delegate agencies and partners who then purchased supplies on their own. Prequalification pool *RTQ-02313* is reflective of a significant federal allocation increase, as it is being established to incorporate the additional funds referenced above and the purchase of technology items that were not included in the current pool. The current pool will be cancelled upon establishment of *RTQ-02313*.

To track pool expenditures by vendor, bidding under this and other prequalification pools will gradually be conducted and monitored in a single platform, INFORMS, which will allow staff to provide data reports to the Board, as requested.

Scope

The scope of this item is countywide in nature.

Fiscal Impact/Funding Source

The fiscal impact for the five-year term is \$15,000,000. The allocation under this pool is based on grant funding received for the Head Start program. There is no fiscal impact to the General Fund as the purchases under this pool are federally funded.

Department	Allocation	Funding Source	Contract Manager
CAHSD	\$15,000,000	Federal Funds	Brad Skinner
Total:	\$15,000,000		

Track Record/Monitor

Shari Francis of the Strategic Procurement Department is the Procurement Contracting Manager.

Delegated Authority

Upon approval of this item, a pool of prequalified vendors will be established to participate in spot market competitions. The County Mayor or the County Mayor’s designee will have the authority to solicit pricing and award contracts up to an aggregate amount of the allocation authorized by the Board. The County Mayor or the County Mayor’s designee will also have the authority to (a) exercise all provisions of the solicitation documents and any resulting contracts pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38, and (b) add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis.

Vendors Prequalified for Pool

A solicitation was issued under full and open competition. Eleven vendors responded to the solicitation and three are being recommended for inclusion in the pool as set forth in the table below.

Pursuant to Resolution No. R-477-18, fewer than 75 percent of vendors recommended are local due to a small number of responses received from local vendors. Twelve local vendors were discovered during market research and notified of the solicitation. Efforts taken to encourage local participation include web searches for local business, posting of the solicitation in the County’s future solicitations webpage, utilization of the Florida Department of Management Services Office of Supplier Diversity’s database and utilization of the U.S. Department of Labor Surplus’s area directory for local businesses.

Vendor	Principal Address	Local Address	Principal
Kaplan Early Learning Company	1310 Lewisville-Clemmons Road Lewisville, NC	None	Matthew B. Marceron
School Outfitters, LLC	3736 Regent Cincinnati, OH	None	Thomas A. Brennan, Jr.
United Data Technologies, Inc.	2900 Monarch Lakes Boulevard, Suite 300 Miramar, FL	None	Enrique A. Fleches

Vendors Not Prequalified for Pool

The vendors in the below table are not being recommended for prequalification for failure to provide the required documentation. The Strategic Procurement Department will continue to offer guidance to these vendors so they can provide the required information and documentation. Upon submission of the required documents and/or verification of information, the vendor may be added to the pool.

Vendor	Local Address	Reason for Not Recommending
Computer Upgrade King	No	Vendor did not submit the required documents to satisfy the prequalification criteria.
Databit Inc.	No	
Parent Choice Games	No	
Dedicated Presentation Solutions, LLC	No	
iBenzer, Inc.	No	
Lakeshore Learning Materials, LLC	No	
M.E. Global Supplies Inc.	Yes	
School Health Corporation	No	

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 vendor responsibility, including verifying corporate status and that there are no performance and compliance issues through various vendor responsibility lists and a keyword internet search. 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 contract measures and Local Preference do not apply due to the federal funding source.
- The Living Wage does not apply as this is for the purchase of goods, and they are federally funded.
- The Responsible Wages and Benefits Ordinance does not apply as this is for the purchase of goods.



 Morris Copeland
 Chief Community Services Officer



MEMORANDUM
(Revised)

TO: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

DATE: March 7, 2023

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 8(P)(2)

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(P)(2)
3-7-23

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREQUALIFICATION POOL RTQ-02313 FOR THE COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT FOR A FIVE-YEAR TERM IN A TOTAL AMOUNT UP TO \$15,000,000.00 FOR THE PURCHASE OF HEAD START SCHOOL AND TECHNOLOGY SUPPLIES; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO SOLICIT PRICING, AWARD CONTRACTS, EXERCISE ALL PROVISIONS OF THE SOLICITATION DOCUMENTS AND ANY RESULTING CONTRACTS PURSUANT TO SECTION 2-8.1 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA AND IMPLEMENTING ORDER 3-38, AND ADD VENDORS TO THE POOL AT ANY TIME, SUBJECT TO RATIFICATION BY THE BOARD ON A BI-ANNUAL BASIS

WHEREAS, this Board desires to accomplish the purposes 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 this Board authorizes the establishment of Prequalification Pool RTQ-02313 for the Community Action and Human Services Department for a five-year term in a total amount up to \$15,000,000.00 for the purchase of Head Start school and technology supplies; and authorizes the County Mayor or County Mayor's designee to (a) solicit pricing and award contracts up to an aggregate amount of the allocation authorized by the Board, (b) exercise all provisions of the solicitation documents and any resulting contracts pursuant to section 2-8.1 of the Code of Miami-Dade County, Florida and Implementing Order 3-38, and (c) add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis.

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:

Oliver G. Gilbert, III, Chairman	
Anthony Rodríguez, Vice Chairman	
Marleine Bastien	Juan Carlos Bermudez
Kevin Marino Cabrera	Sen. René García
Roberto J. Gonzalez	Keon Hardemon
Danielle Cohen Higgins	Eileen Higgins
Kionne L. McGhee	Raquel A. Regalado
Micky Steinberg	

The Chairperson thereupon declared this resolution duly passed and adopted this 7th day of March, 2023. 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

LUIS G. MONTALDO, CLERK AD INTERIM

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

OR

Oren Rosenthal