

MEMORANDUM

Agenda Item No. 8(P)(3)

TO: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

DATE: June 26, 2025

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Resolution authorizing a non-competitive designated purchase pursuant to section 2-8.1(b)(3) of the County Code by a two-thirds vote of the Board members present; authorizing additional time of one year and expenditure authority in an amount up to \$37,650,877.00 for a modified contract amount of \$135,181,867.00 for Contract No. RFP-01132 for Section 8 Housing Voucher Services for the Department of Housing and Community Development, or successor department; and authorizing the County Mayor to execute Supplemental Agreement No. 10 and exercise all provisions of the contract, pursuant to section 2-8.1 of the County Code and Implementing Order 3-38

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


Geri Bonzon-Keenan
County Attorney

GBK/uw

MDC001

Memorandum



Date: June 26, 2025

To: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

From: Daniella Levine Cava *Daniella Levine Cava*
Mayor

Subject: Request for Approval of a Non-competitive Designated Purchase for Additional Time
and Expenditure Authority for Section 8 Housing Voucher Services

Summary

This item requests approval for an extension of time and additional expenditure authority for the purchase of Section 8 Housing Voucher Services for the Department of Housing and Community Development (HCD), or successor department. The extension of one year and the additional expenditure authority will enable the department to continue administering and managing the Section 8 Housing Voucher Program. This vital federal program provides subsidies to families, veterans, the elderly, and disabled individuals, helping them secure affordable, safe, and sanitary housing in the private market.

Recommendation

It is recommended that the Board of County Commissioners (Board) approve this request for a non-competitive designated purchase and Supplemental Agreement No. 10 under *Contract No. RFP-01132, Section 8 Housing Voucher Services*, by a two-thirds vote of the Board members present, pursuant to Section 2-8.1(b)(3) of the Miami-Dade County Code to extend the contract term by one year and authorize an increase in expenditure authority in the amount of \$37,650,877.00 This extension will provide sufficient time for HCD to finalize the replacement contract and present it to the Board.

Background

This competitively established contract was awarded to Nan McKay & Associates, Inc. (NMA) on November 19, 2019, by the Board via Resolution No. R-1221-19 in the amount of \$45,764,410.00 for an initial two-year term, with three one-year options to renew. The Board authorized the options to renew via Resolution No. R-1157-21, bringing the cumulative allocation to \$51,614,410.00. The contract was also modified under Resolution No. R-104-21 to accommodate the COVID-19 Emergency Rental Assistance Program (ERAP). The contract is currently in its final term.

HCD utilizes this contract to purchase services that are essential for administering and managing the Section 8 Housing Choice Voucher Program. Additional time and expenditure authority are needed to support the department's ongoing responsibilities.

The services provided under this contract include intake, case management, family self-sufficiency services, and inspections. NMA manages and operates the voucher program's waiting list, provides intake and new admissions services, and conducts ongoing tenant services, such as annual and interim re-examinations to maintain tenant participation in the program.

The United States Department of Housing and Urban Development (HUD) grants funding to Miami-Dade County through HCD for housing assistance under various programs. These include the Housing Choice Voucher, Mainstream, and Emergency Housing Voucher programs. The County offers income-based subsidies for affordable, safe, and sanitary housing to eligible families, veterans, the elderly, and disabled individuals. Funding amounts and adjustments are determined annually by HUD based on appropriations and the number of units leased by the County.

NMA receives 72.34 percent of the administrative fee allocation HCD receives from HUD for these program services. HCD worked closely with the Strategic Procurement Department (SPD) to prepare and issue a replacement solicitation in March 2025. However, additional time was necessary to prepare this solicitation due to the significant resources involved in managing and administering the ERAP, as well as the decision to transition to a more complex, performance-based contract. This new contract structure will enhance performance outcomes and improve monitoring and compliance across the program. The transition is critical for the long-term success of the program, ensuring better service delivery to vulnerable populations while maintaining transparency and accountability. Accordingly, it is in the County’s best interest to approve this designated purchase pursuant to Section 2-8.1(b)(3) of the Code to allow for advertisement of the solicitation and award of a replacement contract.

Scope

The impact of this item is countywide in nature.

Delegated Authority

The County Mayor or the County Mayor’s designee will have the authority to execute Supplemental Agreement No. 10 and exercise all provisions of the contract, pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38.

Fiscal Impact/Funding Source

The contract expires on June 30, 2025 and has a current cumulative allocation of \$97,530,990.00. If this request is approved, the contract will have a modified cumulative allocation of \$135,181,867.00 and will expire on June 30, 2026. The requested amount is based on an analysis of the anticipated number of units to be leased during the extension period and the projected funding to be received by HUD, which is adjusted annually.

Department	Existing Cumulative Allocation	Additional Allocation Requested	Modified Cumulative Allocation	Funding Source	Contract Manager
PHCD, or successor department	\$97,530,990.00	\$37,650,877.00	\$135,181,867.00	Federal Funds	Crystal Coleman
Total	\$97,530,990.00	\$37,650,877.00	\$135,181,867.00		

Track Record/Monitor

Rita Silva of SPD is the Procurement Division Director for the extension and the replacement solicitation.

Awarded Vendor

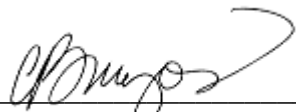
Vendor	Principal Address	Local Address	Principal
Nan McKay and Associates, Inc.	1810 Gillespie Way El Cajon, CA	20 SE 3 Avenue 3 Floor Miami, FL	Nan McKay

Due Diligence

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with SPD’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.

Applicability of Ordinances and Contract Measures

- The two percent User Access Program does not apply.
- The Small Business Enterprise Selection Factor does not apply.
- Local Preference does not apply.
- The Living Wage Ordinance does not apply.



Cathy Burgos, LCSW
Chief Community Services Officer



MEMORANDUM

(Revised)

TO: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

DATE: June 26, 2025

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 8(P)(3)

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 , majority plus one , 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) , 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)(3)
6-26-25

RESOLUTION NO. _____

RESOLUTION AUTHORIZING A NON-COMPETITIVE DESIGNATED PURCHASE PURSUANT TO SECTION 2-8.1(B)(3) OF THE COUNTY CODE BY A TWO-THIRDS VOTE OF THE BOARD MEMBERS PRESENT; AUTHORIZING ADDITIONAL TIME OF ONE YEAR AND EXPENDITURE AUTHORITY IN AN AMOUNT UP TO \$37,650,877.00 FOR A MODIFIED CONTRACT AMOUNT OF \$135,181,867.00 FOR CONTRACT NO. RFP-01132 FOR SECTION 8 HOUSING VOUCHER SERVICES FOR THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, OR SUCCESSOR DEPARTMENT; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXECUTE SUPPLEMENTAL AGREEMENT NO. 10 AND EXERCISE ALL PROVISIONS OF THE CONTRACT, PURSUANT TO SECTION 2-8.1 OF THE COUNTY CODE AND IMPLEMENTING ORDER 3-38

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:

Section 1. This Board approves a non-competitive designated purchase pursuant to section 2-8.1(b)(3) of the County code by a two-thirds vote of the Board members present; authorizing additional time of one year and expenditure authority in an amount up to \$37,650,877.00 for a modified contract amount of \$135,181,867.00 for Contract No. RFP-01132 for Section 8 Housing Voucher Services for the Department of Housing and Community Development, or successor department.

Section 2. This Board authorizes the County Mayor or County Mayor's designee to execute Supplemental Agreement No. 10, in substantially the form attached and made a part

hereof, and exercise all provisions of the contract, pursuant to section 2-8.1 of the County Code and Implementing Order 3-38. A copy of the complete contract is on file with and available upon request from the Strategic Procurement Department.

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:

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

The Chairperson thereupon declared this resolution duly passed and adopted this 26th day of June, 2025. 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

JUAN FERNANDEZ-BARQUIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.



Terrence A. Smith

SUPPLEMENTAL AGREEMENT NO. 10

Contract Number: **RFP-01132-3(3)**
Contract Title: **Section 8 Housing Voucher Services**
Contractor: **Nan McKay and Associates, Inc. ("NMA" or "Contractor")**
1810 Gillespie Way, Suite 202
El Cajon, California 92020

In accordance with the above referenced Contract, this Supplemental Agreement, when properly executed, shall become part of the Contract and pursuant to Article 4, Nature of the Agreement, which allows for modification of this Contract, shall incorporate the following changes:

1. The Contract term is hereby extended from June 30, 2025 to June 30, 2026.
2. Amend the Contract to incorporate **ARTICLE 46. KIDNAPPING, CUSTODY OFFENSES, HUMAN TRAFFICKING AND RELATED OFFENSES,** in consideration of the State of Florida's enactment of House Bill No. 7063, amending Section 787.06, Florida Statutes, titled "Human Trafficking" and creating Section 787.06 (13), Florida Statutes.

ARTICLE 46. KIDNAPPING, CUSTODY OFFENSES, HUMAN TRAFFICKING AND RELATED OFFENSES

By extending this Contract, the Contractor is obligated to comply with the provisions of Section 787.06, Florida Statutes ("F.S."), "Human Trafficking," as amended, which is deemed as being incorporated by reference in this Contract. All definitions and requirements from Section 787.06, F.S., apply to this Contract.

This compliance includes the Contractor providing an affidavit that it does not use coercion for labor or services. This attestation by the Contractor shall be in the form attached as the Kidnapping, Custody Offenses, Human Trafficking and Related Offenses Affidavit (the "Affidavit") and must be executed by the Contractor and provided to the County when amending or renewing this Contract. This Contract shall be void if the Contractor submits a false Affidavit pursuant to Section 787.06, F.S., or the Contractor violates Section 787.06, F.S., during the term of this Contract, even if the Contractor was not in violation at the time it submitted its Affidavit.

All terms, covenants, and conditions of the original Contract and any Supplemental Agreements shall remain in full force and effect, except to the extent herein amended.

IN WITNESS WHEREOF, County and Contractor have caused this Supplemental Agreement to be executed by their respective parties and duly authorized officers.

Contractor

Miami-Dade County

By: *Sarah Witt*

By: _____

Name: Sarah Witt

Name: for
Daniella Levine Cava

Title: VP of Operations

Title: Mayor

Date: 2/25/25

Date: _____

Attest: *Ronald Dulay*
Corporate Secretary/Notary

Attest: Juan Fernandez-Barquin
Clerk of the Court and
Comptroller

Public

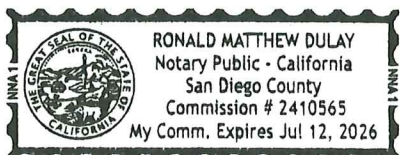
By: _____
(Deputy Clerk Signature)

Corporate Seal/Notary Seal

Print Name: _____

Approved as to form and legal sufficiency

Assistant County Attorney





KIDNAPPING, CUSTODY OFFENSES, HUMAN TRAFFICKING AND RELATED OFFENSES AFFIDAVIT

The Kidnapping, Custody Offenses, Human Trafficking and Related Offenses Affidavit is required by Section [787.06](#), Florida Statutes ("F.S."), as amended by [HB 7063](#), which is deemed as being expressly incorporated into this Form. The Form must be completed by a person authorized to make this attestation on behalf of the Contractor (Nongovernmental Entity) for the purpose of executing, amending, or renewing a Contract with the County (Governmental Entity). The term Governmental Entity has the same meaning as in [Section 287.138\(1\), F.S.](#)

Nan McKay Associates does not use coercion for labor or services as defined in Section [787.06, F.S.](#)
Contractor's Legal Company Name

Pursuant to Section [92.525, F.S.](#), under the penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Print Name of Contractor's Authorized Representative: Sarah Waitt

Title of Contractor's Authorized Representative: VP of Operations

Signature of Contractor's Authorized Representative: [Signature]

Date: 2/25/25

CALIFORNIA ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

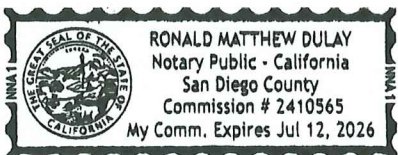
State of California

County of San Diego }

On 2/15/25 before me, Ronald Duly, Notary Public
Date Here Insert Name and Title of the Officer

personally appeared Sarah Waitt
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Place Notary Seal and/or Stamp Above

Signature Ronald Duly
Signature of Notary Public

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Supplemental Agreement #10

Document Date: 2/15/25 Number of Pages: 3

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

Corporate Officer – Title(s): _____

Partner – Limited General

Individual Attorney in Fact

Trustee Guardian or Conservator

Other: _____

Signer is Representing: _____

Signer's Name: _____

Corporate Officer – Title(s): _____

Partner – Limited General

Individual Attorney in Fact

Trustee Guardian or Conservator

Other: _____

Signer is Representing: _____