

# Memorandum



**Date:** June 2, 2026

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

**From:** Daniella Levine Cava *Daniella Levine Cava*  
Mayor

Agenda Item No. 8(P)(3)

**Subject:** Request for Additional Time with Expenditure Authority to Contract for Documentum Software License, Support, and Maintenance Services

## **Executive Summary**

This item seeks approval to extend a contract for Documentum Software for up to five years with corresponding expenditure authority to allow the Communications, Information and Technology Department (CITD) to continue purchasing required software licenses, technical support, and maintenance services. The contract with OpenText, Inc. (OpenText) sustains two distinct systems: TeamSite, the enterprise web content management platform, and Documentum, the Enterprise Content Management (ECM). Together, these systems enable web publishing, manage millions of mission-critical documents, and support secure, compliant, operational effectiveness and public accountability.

Documentum supports operational areas that deliver services both internally and externally. The ECM manages massive amounts of County data, serving as the official document repository integrated into many enterprise systems supporting operations across multiple County departments, agencies, and Constitutional offices. It is fully integrated into INFORMS and serves as the critical document-management backbone for the INFORMS system, specifically within the Finance and Supply Chain Management modules. By having all data reside within the ECM, it ensures the County can respond to public records requests and audits faster and more accurately, maintaining transparency for residents. Documentum supports the County's commitment to Florida statutory compliance while standardizing internal document retention. By reducing physical storage and maintenance costs, this platform drives operational efficiency in direct alignment with my WISE305 initiative.

## **Recommendation**

It is recommended that the Board of County Commissioners (Board) approve an additional three-year term and two, one-year options to renew (OTRs) with expenditure authority of \$7,346,096 under *Contract No. BW733-2/25, Documentum Software License, Support, and Maintenance Services*, for CITD on behalf of County departments and Constitutional offices.

## **Background**

The Board awarded this bid waiver contract to OpenText through Resolution No. R-768-21 on July 20, 2021, for a five-year term. The Documentum software was originally procured through a competitive Request for Proposals *RFP No. 733, Electronic Content Management*, pursuant to a contract adopted by the Board on November 15, 2011, through Resolution No. R-967-11. This contract supports the OpenText Documentum and TeamSite systems which serve two enterprise functions within the County supporting content, web publishing, and information management. The OpenText TeamSite platform serves as Miami-Dade County's enterprise web content management system. The platform supports the development, publishing, and maintenance of all web pages across 30 County websites, including the County's primary portal, [miamidade.gov](http://miamidade.gov), as well as websites for the Mayor's Office, the Board of County Commissioners, and most County departments, agency, and Constitutional Office portals. Documentum serves as the official ECM that drives value managing County data and information through robust compliance, security, and automated workflows to modernize government operations and reduce cost ensuring transparency and public accountability.

Documentum supports operational areas that deliver services both internally and externally. The ECM manages massive amounts of County data, serving as the official document repository integrated into many enterprise systems supporting operations across multiple County departments, agencies, and Constitutional Offices. It is fully integrated into INFORMS and serves as the critical document-management backbone for the INFORMS system, specifically within the Finance and Supply Chain Management modules. By having all data reside within the ECM, it ensures the County can respond to public records requests and audits faster and more accurately, maintaining transparency for residents.

The contract also provides TeamSite technical support and software maintenance services supporting the web content management system. TeamSite supports the creation, management, and publication of content across County websites and multiple departmental, agency, and Constitutional Office portals. TeamSite enables real-time updates, emergency communications, legal advertisements, and public notices, serving both internal users and the public with more than 150-million-page views annually. To enhance intergovernmental collaboration, TeamSite has been integrated with the required tools to support public service information, newsletter distribution, and internal workflows for over 200 active County and municipal users.

TeamSite plays a critical role in providing timely and accessible information to residents, visitors, and County employees. The platform enables the County to manage and publish emergency alerts, legal advertisements, public notices, and other essential communications. It also supports Countywide digital communications, including press releases and employee newsletters, and provides real-time updates to 311 knowledge articles and other public service information. In addition, pursuant to Board direction allowing municipalities to publish legal notices on County-managed platforms, TeamSite has been expanded to support all 34 municipalities. Several municipalities, including Miami Beach, Doral, and Bal Harbour, have already been onboarded, further increasing the system's usage and operational importance.

Extending the current contract by leveraging the existing systems is the most cost-effective approach to allow for uninterrupted access to the required licenses, technical support, and maintenance services. The procurement, installation, and integration of a new ECM and TeamSite solution will require procurement of new systems and the redevelopment of interfaces with existing County applications, migration of large volumes of data, and retraining of users on the new tools and workflows. This is a complex project that is projected to take a few years to complete. Furthermore, the existing systems have been extensively customized over time to meet the evolving operational needs of the County. Both currently store millions of documents for numerous County departments, partner agencies, and Constitutional offices. Any interruption in service or loss of functionality would significantly disrupt daily operations and external partners that rely on access to information to manage critical records and digital content. It is recommended to continue with the maintenance of the existing systems to allow for the specifications and business requirements to be developed for the future procurement of a new ECM system.

### **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. 4 and exercise all provisions of the contract, including any cancellation, renewals, or extensions, pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38.

### **Fiscal Impact/Funding Source**

The current contract is scheduled to expire September 30, 2026, with a cumulative allocation of \$6,059,424. If this request is approved and all the OTRs are exercised at the sole discretion of the

County, the contract will expire on September 30, 2031 and have a modified cumulative allocation of \$13,405,520. The requested increase in expenditure authority is based on the licenses, technical support, and maintenance services necessary to continue maintaining and supporting the OpenText TeamSite and Documentum systems.

Department	Existing Cumulative Allocation	Additional Allocation Requested	Modified Cumulative Allocation	Funding Source	Budgeted*	Contract Manager
CITD	\$6,059,424	\$7,346,096	\$13,405,520	Internal Service Funds	FY2025-26 Adopted Budget, Volume 3, Communications, Information and Technology, Page 282, Other Operating	Julian Manduley
<b>Total</b>	<b>\$6,059,424</b>	<b>\$7,346,096</b>	<b>\$13,405,520</b>			

\*As this is a countywide enterprise contract, most of the costs are not budgeted within CITD's budget but are instead distributed across the entire enterprise.

**Track Record/Monitor**

Natalya Vasilyeva of the Strategic Procurement Department (SPD) is the Division Director.

**Awarded Vendor**

Vendor	Principal Address	Local Address	Principal
OpenText, Inc.	2950 S Delaware Street Suite 400 San Mateo, CA	None	Madhu Ranganathan

**Due Diligence**

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with SPD's Procurement Guidelines to determine contractor responsibility, including verifying corporate status and review of performance and compliance issues through various vendor responsibility lists and a keyword internet search. The lists referenced include convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to contractor responsibility.

**Applicability of Ordinances and Contract Measures**

- The two percent User Access Program applies.
- The Small Business Enterprise measures and Local Preference do not apply.
- The Living Wage does not apply.



Carladenise Edwards  
 Chief Administrative Officer



**MEMORANDUM**  
(Revised)

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

**DATE:** June 2, 2026

**FROM:**   
Geni 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**
- Requires more than a majority vote (i.e., 2/3’s present \_\_\_\_, 2/3 membership \_\_\_\_, 3/5’s \_\_\_\_, unanimous \_\_\_\_, majority plus one \_\_\_\_, CDMP 7 votes (majority of membership) \_\_\_\_, CDMP 2/3 members present but not less than 7 votes (majority of membership) \_\_\_\_, CDMP 9 votes (2/3 membership) \_\_\_\_\_) 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)  
6-2-26

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING AN ADDITIONAL THREE-YEAR TERM AND TWO, ONE-YEAR OPTIONS TO RENEW WITH EXPENDITURE AUTHORITY IN THE AMOUNT OF \$7,346,096.00 FOR A TOTAL MODIFIED AMOUNT OF \$13,405,520.00 FOR CONTRACT NO. BW733-2/25, DOCUMENTUM SOFTWARE LICENSE, SUPPORT, AND MAINTENANCE SERVICES, FOR THE COMMUNICATIONS, INFORMATION AND TECHNOLOGY DEPARTMENT ON BEHALF OF COUNTY DEPARTMENTS AND CONSTITUTIONAL OFFICES; AND AUTHORIZING THE COUNTY MAYOR TO EXECUTE THE SUPPLEMENTAL AGREEMENT AND EXERCISE ALL PROVISIONS OF THE CONTRACT, INCLUDING ANY CANCELLATION, RENEWALS, AND EXTENSIONS, 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 authorizes an additional three-year term with two, one-year option to renews with expenditure authority in the amount of \$7,346,096.00 for a total modified amount of \$13,405,520.00 for Contract No. BW733-2/25, Documentum Software License, Support, and Maintenance Services, for the Communications, Information and Technology Department on behalf of County departments and Constitutional offices.

**Section 2.** This Board authorizes the County Mayor or County Mayor's designee to execute Supplemental Agreement No. 4, in substantially the form attached and made a part hereof, and exercise all provisions of the contract, including any cancellation, renewals, and extensions,

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	Vicki L. Lopez
Natalie Milian Orbis	Raquel A. Regalado
Micky Steinberg	

The Chairperson thereupon declared this resolution duly passed and adopted this 2<sup>nd</sup> day of June, 2026. 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.



Michael B. Valdes

**SUPPLEMENTAL AGREEMENT NO. 4**

Contract Number: **BW733-2/25**

Contract Title: **Documentum Software License, Support and Maintenance**

Contractor: **OpenText Inc.  
1800 S. Novell Place  
Provo, UT 84606**

In accordance with the above referenced Contract, this Supplemental Agreement, when properly executed, shall become part of the Contract, and shall:

Whereas, Article 4. Contract Term provides the Contract may be extended beyond the initial term through mutual agreement between the County and the Contractor, upon approval by the Board of County Commissioners; and

Whereas, the Contract is set to expire on September 30, 2026, and it is the desire of the County and the Contractor to extend the Contract beyond the initial term;

Now, therefore, in consideration of the premises and mutual promises contained herein, the parties hereto agree to the following modification to the Contract Agreement:

1. The Contractor hereby agrees to provide goods and services, as described in Attachment A-1, A-2, A-3 of the Contract Agreement, beyond the current term, and hereby extends the term for the total of five (5) additional years (three-year initial term and two, one-year OTRs) to have an expiration date of September 30,2031.
2. Attachment C-1. (List Rate Card) is deleted in its entirety and replaced with the Restated Attachment C-1.

**All other terms, covenants and conditions of the original Contract and any Supplemental Agreement(s) issued thereto shall remain in full force and effect, except to the extent herein amended.**

IN WITNESS WHEREOF, the parties have executed this Supplemental Agreement No. 4 to County Contract No. BW733-2/25.

Contractor

By: Kevin Davis

Name: Kevin Davis

Miami-Dade County

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

for

Name: Daniella Levine Cava

Miami-Dade County, FL

Supplemental Agreement No. 4 to Contract No. BW733-2/25

Title: President, US Public Sector

Title: Mayor

Date: March 4, 2026

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

Attest: *Amy Vernon*  
Corporate Secretary/Notary

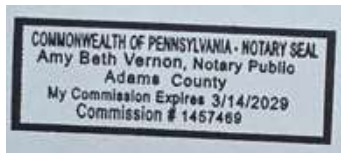
Attest: Juan Fernandez-Barquin  
Clerk of the Court and Comptroller

By: \_\_\_\_\_  
(Deputy Clerk Signature)

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

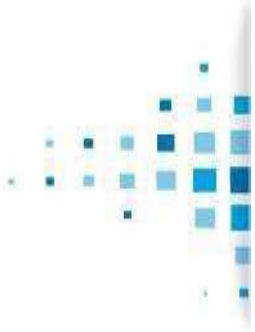
Corporate Seal/Notary

Approved as to form  
and legal sufficiency



\_\_\_\_\_  
Assistant County Attorney

**Restated Attachment C-1**



# OPENTEXT

## LIST RATECARD FOR MIAMI– DADE COUNTY

### High-level Overview

Miami-Dade County is considering using OpenText Professional Services. This rate card contains the list rates for OpenText services, and is provided with limited customer information or discussions, is non-binding, and is provided for high-level planning purposes only. Depending on the scope of the work, the actual rates proposed may vary.

- All rates do not include any Travel and Related Expenses unless noted.
- Use of On-site resources requires 1 week minimum.

OpenText Role	Indicative Responsibilities	Rate Per Hour
<b>Project Manager</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Communicate program status, program readiness, and business issues and risks across organizations and to Sr. Management and Executives</li> <li><input type="checkbox"/> Serve as point of contact and manages overall company customer interface relationships for defined scope of work to drive responsiveness</li> <li><input type="checkbox"/> Provide technical and/or business consultative leadership for Program Management and Project Management functions</li> <li><input type="checkbox"/> Maintain awareness of existing or potential escalation issues, and provide command/control and timely updates</li> <li><input type="checkbox"/> Proactively follow the OTEscalation and change control process, driving alignment with the PSPM methodology</li> </ul>	\$ 229.50
<b>Solution/System Architect</b>	Take the lead in: <ul style="list-style-type: none"> <li><input type="checkbox"/> process design/redesign,</li> <li><input type="checkbox"/> solution architecture design,</li> <li><input type="checkbox"/> infrastructure design and planning,</li> <li><input type="checkbox"/> acceptance testing, and</li> <li><input type="checkbox"/> maintenance strategy development.</li> </ul> Use structured techniques to lead and participate in: <ul style="list-style-type: none"> <li><input type="checkbox"/> application customizations and</li> <li><input type="checkbox"/> technical implementations</li> </ul> Engage independently with the client to provide architectural advice and oversight, and/or participate on the project team as a senior technical lead.	\$ 265.20

OpenText Role	Indicative Responsibilities	Rate Per Hour
<b>Consultant</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Work under the supervision of the project manager and with technical guidance from the Architect</li> <li><input type="checkbox"/> Engage independently with the client on requirement definition, solution feature mapping, solution design, infrastructure analysis, and acceptance testing</li> <li><input type="checkbox"/> Take the lead in defining the details of the upgrade path and also execution of the upgrade steps</li> </ul>	\$ 229.50
<b>Consultant (Off-Shore)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Work under the supervision of the project manager and with technical guidance from the Architect</li> <li><input type="checkbox"/> Engage independently with the client on requirement definition, solution feature mapping, solution design, infrastructure analysis, and acceptance testing</li> <li><input type="checkbox"/> Take the lead in defining the details of the upgrade path and also execution of the upgrade steps</li> </ul>	\$ 66.30
<b>Solution/System Architect (Off-Shore)</b>	<p>Take the lead in:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> process design/redesign,</li> <li><input type="checkbox"/> solution architecture design,</li> <li><input type="checkbox"/> infrastructure design and planning,</li> <li><input type="checkbox"/> acceptance testing, and</li> <li><input type="checkbox"/> maintenance strategy development.</li> </ul> <p>Use structured techniques to lead and participate in:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> application customizations and</li> <li><input type="checkbox"/> technical implementations</li> <li><input type="checkbox"/> Engage independently with the client to provide architectural advice and oversight, and/or participate on the project team as a senior technical lead.</li> </ul>	\$ 86.70
<b>Project Manager (Inclusive of Travel &amp; Related Expenses)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Communicate program status, program readiness, and business issues and risks across organizations and to Sr. Management and Executives</li> <li><input type="checkbox"/> Serve as point of contact and manages overall company customer interface relationships for defined scope of work to drive responsiveness</li> <li><input type="checkbox"/> Provide technical and/or business consultative leadership for Program Management and Project Management functions</li> <li><input type="checkbox"/> Maintain awareness of existing or potential escalation issues, and provide command/control and timely updates</li> <li><input type="checkbox"/> Proactively follow the OT escalation and change control process, driving alignment with the PSPM methodology</li> </ul>	\$ 313.14
<b>Solution/System Architect (Inclusive of Travel &amp; Related Expenses)</b>	<p>Take the lead in:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> process design/redesign,</li> <li><input type="checkbox"/> solution architecture design,</li> <li><input type="checkbox"/> infrastructure design and planning,</li> <li><input type="checkbox"/> acceptance testing, and</li> <li><input type="checkbox"/> maintenance strategy development.</li> </ul> <p>Use structured techniques to lead and participate in:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> application customizations and</li> <li><input type="checkbox"/> technical implementations</li> <li><input type="checkbox"/> Engage independently with the client to provide architectural advice and oversight, and/or participate on the project team as a senior technical lead.</li> </ul>	\$ 348.84
<b>Consultant (Inclusive of Travel &amp; Related Expenses)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Work under the supervision of the project manager and with technical guidance from the Architect</li> <li><input type="checkbox"/> Engage independently with the client on requirement definition, solution feature mapping, solution design, infrastructure analysis, and acceptance testing</li> <li><input type="checkbox"/> Take the lead in defining the details of the upgrade path and also execution of the upgrade steps</li> </ul>	\$ 313.14