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CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

Memorandum

MIAMI-DADE COUNTY

Date: June 3, 2010

Agenda Item No. 8(O)(1)(F)

To: Honorable Chairman Dennis C. Moss
and Members, Board of County Commissioners

From: Carlos Alvarez
Mayor

George M. Burgess
County Manager

Resolution No. R-614-10

Subject: Resolution Requesting Authority to Exercise Option-to-Renew Periods Under Existing Non-Competitive Contracts

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Recommendation

It is recommended that the Board of County Commissioners delegate to the County Mayor or County Mayor's designee the authority to exercise, in his discretion, the Options-to-Renew (OTRs) set forth in this item. Ordinance #07-139 provides for committee review exemption. ***Contract amounts and/or department allocations represent the maximum spending authority based on estimated past usage. This action does not guarantee that the total contract amount/value will be expended by County departments and/or agencies.***

Scope

The impact of the items in the accompanying OTR package is countywide in nature.

Fiscal Impact/Funding Source

Funding will be expended only if departmental budgets can support the expenditures as approved in their Resource Allocation Plan adopted annually by the Board. Allocations have been rounded consistent with standard auditing practices.

Track Record/Monitor

There are no known performance issues with the vendors recommended for award in the accompanying OTR package. The departments' contract manager is reflected in the accompanying agenda item.

Delegated Authority

If this item is approved, the County Mayor or County Mayor's designee will have the authority to exercise OTRs in accordance with the terms and conditions of the contracts listed in the accompanying package.

Background

The non-competitive contracts listed in this item require approval to exercise OTRs contained in each contract that would, if exercised, bring the cumulative value of the contract over $100,000. Each of the contracts were awarded under the County Mayor or County Mayor's designee's delegated authority ($100,000 for non-competitive procurements) pursuant to Section 2-8.1(b) of the County Code and the Master Procurement Administrative Order, A.O. 3-38.

Prior to exercising any Options-to-Renew (OTR) periods, market research is conducted to ensure continuing to purchase from the awarded vendors is in the best interest of the County. Market research includes competitive factors such as pricing, quality, product features, technology, and lead time. It may also include commercial factors such as environmental issues, other governmental entity practices, industry trends, support and capabilities. The OTRs for each contract in this package will be executed if determined to be in the best interest of the County.

Item No. 1: Head Start / Early Start Program Advisor seeks authority to exercise the third OTR period professional support for the Galileo School Readiness Assessment System used by the Community Action Agency. The amount being requested for the third and final option term is **$29,000**.

Item No. 2: High Scope Educational Research seeks authority to exercise the second OTR period for Head Start/Early Start program curriculum training used by the Community Action Agency. The amount being requested for the second option term is **$43,000**.

Assistant County Manager

MEMORANDUM

(Revised)

TO: Honorable Chairman Dennis C. Moss and Members, Board of County Commissioners

DATE: June 3, 2010

FROM: R. A. Cuevas, Jr. County Attorney

SUBJECT: Agenda Item No. 8(O)(1)(F)

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**
_____	**Ordinance creating a new board requires detailed County Manager's report for public hearing**
✓	**No committee review**
_____	**Applicable legislation requires more than a majority vote (i.e., 2/3's ____, 3/5's ____, unanimous _____) 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(O)(1)(F)
6-3-10

RESOLUTION NO. **R-614-10**

RESOLUTION AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE OPTION-TO-RENEW PERIODS FOR CERTAIN NON-COMPETITIVE CONTRACTS DESCRIBED IN THE ITEM, SUBJECT TO THE MONETARY LIMITATIONS SET FORTH THEREIN, AWARDED UNDER THE COUNTY MAYOR OR THE COUNTY MAYOR DESIGNEE'S DELEGATED AUTHORITY FOR THE PURCHASE OF GOODS AND SERVICES

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 delegates to the County Mayor or County Mayor's designee the authority to exercise, in his discretion, the options-to-renew set forth in this item when in the best interest of Miami-Dade County; and the Board further authorizes the County Mayor or the County Mayor's designee to execute any and all documents necessary to give effect to those renewals.

The foregoing resolution was offered by Commissioner Jose "Pepe" Diaz , who moved its adoption. The motion was seconded by Commissioner Audrey M. Edmonson and upon being put to a vote, the vote was as follows:

Dennis C. Moss, Chairman aye
Jose "Pepe" Diaz, Vice-Chairman aye

Bruno A. Barreiro	aye	Audrey M. Edmonson	aye
Carlos A. Gimenez	aye	Sally A. Heyman	aye
Barbara J. Jordan	aye	Joe A. Martinez	absent
Dorrin D. Rolle	aye	Natacha Seijas	aye
Katy Sorenson	aye	Rebeca Sosa	aye
Sen. Javier D. Souto	aye		

The Chairperson thereupon declared the resolution duly passed and adopted this 3rd day of June, 2010. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by the Board.

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

HARVEY RUVIN, CLERK

By: **DIANE COLLINS**
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Hugo Benitez

Item 1

Contract No.: SS8483-3/11-2

Contract Title: **Head Start / Early Start Program Advisor**

Description: It is recommended that the Board authorize the County Mayor or the County Mayor's designee to exercise the last option-to-renew (OTR) period to provide professional support for the Galileo School Readiness Assessment System for the Community Action Agency's Head Start Program. The contract is in its second OTR period which expires on July 31, 2010. Exercising the final OTR will bring the cumulative value of the contract over $100,000.

Initial Contract Term and Usage:	October 9, 2007 to July 31, 2008	$ 29,000
First OTR and Usage:	August 1, 2008 to July 31, 2009	$ 29,000
Second OTR and Estimated Usage:	August 1, 2009 to July 31, 2010	$ 29,000
Third OTR and Estimated Usage:	August 1, 2010 to July 31, 2011	$ 29,000
Cumulative Value:		**$116,000**

Using/Managing Departments and Funding Sources:

Departments	**Allocation**	**Funding Sources**	**Contract Managers**
Community Action Agency	$29,000	Federal Funds	Shirley Almeida
Total:	**$29,000**		

Vendors:	**Address**	**Principal**
Daryl Greenfield, PhD (Local vendor)	7355 S.W. 79 Street Miami, FL 33143	Daryl Greenfield, PhD

Performance Data: There are no performance issues with the awarded firm.

Compliance Data: There are no compliance issues with the awarded firm.

Contract Measure: No Measure-Sole Source

Local Preference: The Local Preference Ordinance does not apply.

Living Wage: The services being provided are not covered under the Living Wage Ordinance

User Access Program: The User Access Program provision will apply. The 2% program discount is being collected on all purchases.

DPM Contract Manager: Lourdes Farley

JUSTIFICATION

This contract provides the Miami-Dade Community Action Agency (CAA) Head Start Program professional support in the collection, analysis, reporting and use of the Galileo Assessment System from Assessment Technology Incorporated ATI. Daryl Greenfield, PhD is a researcher specializing in early childhood education and serves on the Florida Head Start Association's Research Committee. Dr. Greenfield provides analysis of data obtained from the Galileo software and recommends strategies for program improvement. Additionally Dr. Greenfield provides CAA staff with training on the use of the Software.

Galileo software is used by 29 Head Start programs in Florida. The software utilizes research-based assessment scales to measure cognitive, social, and physical development of a child. Collected data is used for improving program practices, child educational outcomes, and classroom practices.

Dr. Daryl Greenfield has worked with the software for numerous years and is familiar with Head Start performance standards set forth by the U.S. Department of Health and Human Services as well as Miami-Dade County regulations. As a researcher, he is provided unique access to the Galileo software by ATI, and all data collected for Miami-Dade County and all other Head Start programs in the state. This provides the county the ability to benchmark its program's performance to previous years as well as to other programs throughout the state. It is therefore in the best interest of the County to exercise the last remaining option-to-renew for continuity of services.

Item 2

Contract No.: SS8669-3/12-1

Contract Title: **High Scope Educational Research**

Description: It is recommended that the Board authorize the County Mayor or County Mayor's designee to exercise the second Option-to-Renew (OTR) period for Head Start/Early Start Program curriculum training for the Community Action Agency. The contract is in its first OTR period which expires on July 31, 2010. Exercising the second OTR will bring the cumulative value of the contract over $100,000.

Initial Contract Term and Usage:	January 1, 2007 to July 31, 2009	$ 43,000
First OTR and Estimated Usage:	August 1, 2009 to July 31, 2010	$ 43,000
Second OTR and Estimated Usage:	August 1, 2010 to July 31, 2011	$ 43,000
Cumulative Value:		**$129,000**

Using/Managing Departments and Funding Sources:

Departments	**Allocation**	**Funding Sources**	**Contract Managers**
Community Action Agency	$43,000	Federal Funds	Shirley Almeida
Total:	**$43,000**		

Vendor:	**Address**	**Principal**
High Scope Educational Research (Non-local vendor)	600 North River Street Ypsilanti, MI 48198	Theresa Schenk

Performance Data: There are no performance issues with the awarded firm.

Compliance Data: There are no compliance issues with the awarded firm.

Contract Measure: No Measure – Sole Source

Local Preference: The Local Preference Ordinance does not apply.

Living Wage: The services being provided are not covered under the Living Wage Ordinance

User Access Program: The User Access Program provision will apply. The 2% program discount is being collected on all purchases.

DPM Contract Manager: Anthony O'Connor

JUSTIFICATION

This contract provides curriculum training and assistance to teachers working with the Head Start/Early Start Program. The Head Start/Early Start Program offers comprehensive child development services to economically disadvantaged children and families with a special focus on helping preschoolers develop early reading and math skills. High Scope Educational Research Foundation's curriculum focuses on developmentally appropriate practices for pre-school children.

The vendor designed the curriculum used in Miami-Dade County. The program and curriculum have been in use for over 20 years. This has provided continuity and the high level educational approach necessary for early childhood programs to have a positive effect. The curriculum utilizes best practices recommended by the National Association for Education of Young Children, and provides ongoing classroom observation, feedback and mentoring to teachers. The extent to which individual teachers implement the curriculum after training is measured through systematic observations of classrooms over time, and involves interviews with teachers and ongoing assessment of children's development.

High Scope Educational Research Foundation is the developer and copyright owner of the curriculum. They are the sole source for obtaining training materials and support for the instructional, professional development and assessment instruments contained within the curriculum. It is therefore in the best interest of the County to exercise the second option-to-renew.