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

Memorandum



Date: July 6, 2023

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

From: Daniella Levine Cava
Mayor 

Subject: Request for Approval of a Designated Purchase for Ryan White Management Information System

Agenda Item No. 8(P)(23)

Resolution No. R-639-23

Summary

This item is for the approval of Supplemental Agreement No. 2 with Groupware Technologies, LLC (Groupware) to increase the hourly rates for optional services under the contract for the Office of Budget and Management (OMB). The contract was awarded with a firm and fixed price for the contract term and price adjustments provisions were not included. However, it is in the County's best interest to adjust the pricing to continue to receive these services, which provide data management needs of the federally funded Ryan White Part A Program, including Minority AIDS Initiative funding. The system maintains client eligibility and demographic information, as well as tracks program-funded services, allowing the County to meet the Ryan White Program's (Program) data management, subrecipient invoicing, and federal reporting requirements. The contractor, Groupware Technologies, LLC (Groupware), requested hourly rate adjustments under this contract, which will better position them to hire and retain qualified candidates to provide Optional Services under this contract. The proposed hourly rate adjustments will not require additional expenditure authority.

Additionally, it's important to note, the Program provides core medical and support services including, but not limited to, outpatient medical care, medical case management, oral health care, mental health services, and residential substance abuse services to low-income people with HIV who reside in the County. OMB uses this contract to maintain client eligibility and demographic information in a system and track program-funded services, allowing the County to meet the Program's data management, subrecipient invoicing, and federal reporting requirements. The system serves as the primary tool for coordinating and exchanging information across the service delivery network, which is critical to the County's programmatic and fiscal administration of the Program.

Recommendation

It is recommended that the Board of County Commissioners (Board) approve this request for a designated purchase under *Contract No. RFP-00826, Ryan White Management Information System*, for OMB. Miami-Dade County has entered year four of a 15-year agreement for a legacy data management solution built on Groupware Technologies, LLC's Provide Enterprise platform (Provide Enterprise). Provide Enterprise is also used by the Florida Department of Health for their statewide HIV/AIDS programs, as well as the Ryan White Part A programs in Broward, Orange, Palm Beach, and Duval counties. This platform has been vetted by the federal funding source and is one of few such platforms approved by the United States Department of Health and Human Services, has been custom programmed and configured to meet the specific needs of each of these jurisdictions and has the capability of sharing custom programming, as needed.

Approval of a designated purchase, by a two-thirds vote of the Board members present, is being requested pursuant to Section 2-8.1(b)(3) of the Miami-Dade County Code to increase contract rates for optional services through the execution of Supplemental Agreement No. 2 to the contract. The County awarded this competitively established contract through Resolution No. R-817-19 for a five-year term with two, five-year options to renew terms on July 23, 2019.

Background

Groupware requested hourly rate adjustments; however, the prices are firm and fixed for the term of the contract. The rate increase request resulted from a surge in demand and Groupware's need to hire

additional staff to meet the demand for new implementations and custom configuration requests across their customer base, which includes the County. It was further indicated that the existing hourly rates make it difficult to remain competitive in today's market, hindering Groupware's ability to attract and retain staff. Rates were compared against Orange County, Palm Beach County, Broward County, and the Florida Department of Health, and they all confirmed they currently pay similarly to the proposed hourly rates requested in Supplemental Agreement No. 2.

While increasing the hourly rates, OMB is decreasing budgeted programming hours for the next 7 years. The budgeted programming hours for years 4 through 11 will be decreased by a total of 313 hours, which is a total decrease of 31 percent for the next 7 years. During the initial term of the contract, OMB paid for a total of 193 programming hours.

Competition is not practicable due to the Ryan White Management Information System being a proprietary product of Groupware, and the vendor is the only firm that can service the system. Accordingly, it is in the County's best interest to approve this designated purchase pursuant to Section 2-8.1(b)(3) of the Miami-Dade County Code to continue providing services for the Ryan White Management Information System.

The adjusted hourly rates would become effective upon adoption of this item by the Board, which are needed for optional services in years 4 and 5 of the current term and the first, five-year option to renew term. The proposed rates for optional services of the contract would increase from \$125 per hour to \$200 per hour for the remainder of the initial term and from \$150 per hour to \$200 per hour for the first option to renew term.

Scope

The impact of this item is countywide in nature.

Delegated Authority

In accordance with Section 2-8.3 of the County Code related to identifying delegation of Board authority, the Resolution grants the County Mayor or County Mayor's designee authority to execute Supplemental Agreement No. 2 and exercise all the provisions contained therein.

Fiscal Impact/Funding Source

The initial contract term expires on July 31, 2024, without the options to renew, and has a current cumulative allocation of \$1,563,200. There is no additional expenditure authority requested through this item.

Track Record/Monitor

Angela Mathews-Tranumn of the Strategic Procurement Department (SPD) is the Procurement Contracting Manager. Daniel Wall, Assistant Director of the Office of Management and Budget, is the Contract Manager.

Awarded Vendor

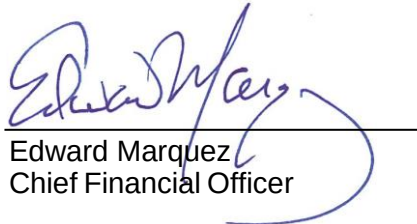
Vendor	Principal Address	Local Address	Principal
Groupware Technologies, LLC	10437 Innovation Drive Suite 306 Wauwatosa, WI	None	Andy Nunemaker

Due Diligence

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with the 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 the Vendor's responsibility.

Applicable Ordinances and Contract Measures

- The two percent User Access Program provision does not apply due to the funding source.
- The Small Business Enterprise Selection Factor and Local Preference do not apply due to the funding source.
- The Living Wage Ordinance does not apply as the services are not covered under the Ordinance.



Edward Marquez
Chief Financial Officer



MEMORANDUM

(Revised)

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

DATE: July 6, 2023

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 8(P)(23)

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)(23)
7-6-23

RESOLUTION NO. R-639-23

RESOLUTION AUTHORIZING DESIGNATED PURCHASE PURSUANT TO SECTION 2-8.1(B)(3) OF THE COUNTY CODE BY A TWO-THIRDS VOTE OF THE BOARD MEMBERS PRESENT; APPROVING SUPPLEMENTAL AGREEMENT NO. 2 TO CONTRACT NO. RFP-00826 FOR THE RYAN WHITE MANAGEMENT INFORMATION SYSTEM FOR THE OFFICE OF MANAGEMENT AND BUDGET; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXECUTE THE MODIFICATION WITH THE REQUESTED HOURLY RATE ADJUSTMENT AND EXERCISE ALL PROVISIONS CONTAINED THEREIN

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 finds it is in the best interest of Miami-Dade County to approve Supplemental Agreement No. 2 to Contract No. RFP-00826 for the Ryan White Management Information System, in substantially the form attached hereto and made a part hereof, for the Office of Management and Budget, pursuant to section 2-8.1(b)(3) of the County Code, by a two-thirds vote of the Board Members present.

Section 2. This Board authorizes the County Mayor or County Mayor's designee to execute the contract modification with the requested hourly rate adjustment and exercise all provisions contained therein. A copy of the original contract is available upon request from the Strategic Procurement Department.

The foregoing resolution was offered by Commissioner **Danielle Cohen Higgins** , who moved its adoption. The motion was seconded by Commissioner **Juan Carlos Bermudez** and upon being put to a vote, the vote was as follows:

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

The Chairperson thereupon declared this resolution duly passed and adopted this 6th day of July, 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

JUAN FERNANDEZ-BARQUIN, CLERK

By: Basia Pruna
Deputy Clerk

Approved by County Attorney
as to form and legal sufficiency.

MBV

Michael B. Valdes

SUPPLEMENTAL AGREEMENT NO. 2Contract Number: **RFP-00826**Contract Title: **Ryan White Management Information System**Contractor: **Groupware Technologies, LLC
10437 Innovation Drive, Suite 306
Wauwatosa, WI 53226**

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

- 1) Delete Appendix B "Payment Schedule", Section D: Optional Services and replace in its entirety with the attached Appendix B "Payment Schedule", Section D: Optional Services to incorporate a one-time fixed hourly rate increase of \$200 per hour for the following Optional Services:
 - Project Manager
 - Developer, Web Developer
 - Trainer, Solution Administrator
 - Database Administrator

The rate increase will be applicable for Years 4 and 5 of the Initial Term and the first Option to Renew (OTR) period. The adjusted hourly rates are effective upon Board Approval.

All other terms, covenants and conditions of the original Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Supplemental Agreement No. 2 to County Contract No. RFP-00826 for Ryan White Management Information System.

Contractor
By: [Signature]
Name: Andy Nunemaker
Title: CEO
Date: May 16, 2023
Attest: [Signature]
Corporate Secretary/Notary



Miami-Dade County

By: _____
Name: Daniella Levine Cava
Title: Mayor
Date: _____
Attest: _____
Clerk Ad Interim

Approved as to form
and legal sufficiency

Assistant County Attorney

MDC007

Appendix B "Payment Schedule"

Licensing Fees Contract Year 12	\$30,000
Licensing Fees Contract Year 13	\$30,000
Licensing Fees Contract Year 14	\$30,000
Licensing Fees Contract Year 15	\$30,000

D: OPTIONAL SERVICES

Compensation shall be based on the projects assigned. The Contractor shall use agreed upon hourly rates to calculate the not-to-exceed cost statement required for each project. County approval required prior to the performance of any optional services. The Project Charter Form included in Appendix H shall be used for approval of all optional services.

Service	Initial 5-Year Contract Term	OTR 1	OTR2
Project Manager	\$200	\$200	\$200
Developer	\$200	\$200	\$200
Web Developer	\$200	\$200	\$200
Trainer	\$200	\$200	\$200
Solution Administrator	\$200	\$200	\$200
Database Administrator	\$200	\$200	\$200
On-Site Training (Per Day)	\$2,200	\$2,800	\$3,500
Lab Corp or Quest Diagnostics Lab Interface Setup Fee - One time per clinic data transfer	\$2,400	\$2,400	\$2,400
Florida Medicaid HIPAA 270/271 Transactions (per transaction)	\$0.30	\$0.30	\$0.30
WebEx for Q&A (Monthly)	\$500	\$500	\$500
On-line Certification Hosting Charges (annual)	\$7,500	\$7,500	\$7,500
Website Configuration Charges On-line eligibility (one-time charge)	\$15,000	\$15,000	\$15,000
EMR/EHR Automated Data Transfer Setup When Extracted in PE Format per clinic (one-time charge)*	\$2,400	\$2,400	\$2,400
EMR/EHR Automated Data Transfer Setup When Extracted in Non- standard Format per clinic (one-time charge)*	\$5,000	\$5,000	\$5,000