

**OFFICIAL FILE COPY
CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA**

MEMORANDUM

Agenda Item No. 8(P)(1)

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

DATE: January 17, 2024

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Resolution authorizing non-competitive designated purchase pursuant to section 2-8.1(b)(3) of the Code by a two-thirds vote of the Board members present; authorizing additional expenditure authority in an amount not to exceed \$15,246,852.00 for a total modified contract amount of \$81,870,932.00 and extension of the contract term by 16 months for contract no. RFP-00200 for ERP Implementation and Related Services for the Information Technology Department; and authorizing the County Mayor to execute the agreement and exercise all provisions of the contract, including any cancellation or extension provisions, pursuant to section 2-8.1 of the Code and Implementing Order 3-38

Resolution No. R-39-24

The accompanying resolution was prepared by the Strategic Procurement Department and placed on the agenda at the request of Prime Sponsor Chairman Oliver G. Gilbert, III.



Geri Bonzon-Keenan
County Attorney

GBK/gh

MDC001

Memorandum



Date: December 12, 2023

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

From: Daniella Levine Cava
Mayor 

Subject: Recommendation for Approval of a Non-Competitive Designated Purchase to Authorize Additional Time and Expenditure Authority to Contract for ERP Implementation and Related Services

Summary

This item is for additional time and expenditure and authority to enable the Information Technology Department (ITD) on behalf of all County departments to continue with the implementation of the County's Enterprise Resource Planning (ERP) system, known as the Integrated Financial Resources Management System (INFORMS), as well as address the implications of the transition for the five impending Constitutional Offices and providing post-production support. This request will further facilitate the alignment of Miami-Dade County with the newly established mandates by the required deadlines.

The envisioned future structure in INFORMS will consist of six separate environments for one existing and five newly established entities: (1) Miami-Dade County; (2) Clerk of Courts; (3) Office of the Property Appraiser; (4) Office of the Tax Collector; (5) Sheriff's Office; and (6) Supervisor of Elections.

Essential modifications for the future state include requiring each constitutional office to acquire its own unique Federal Identification Number (FEIN) and establish separate bank accounts. Each office will have the authority to take over its central business operations, such as Budget, Finance, Procurement, and Human Resources, currently under Miami-Dade County. The transition requires modifications in the overall design of INFORMS, thereby ensuring greater autonomy of these offices under a multi-tenant model.

The transition to an ERP system with multi-tenants for the Constitutional Offices is complex, demanding meticulous planning, analysis, development, and exhaustive testing. The goal is to provide a seamless transition with the ability for new entities to effectively operate and transact business once the change takes effect. During this change, INFORMS will remain in place to facilitate the continuity of business operations. This shift necessitates implementation and support services specific to the Constitutional Offices as well as remediation of any impacts to the existing Countywide platform. Due to the complexity of this ERP implementation, there are substantial requirements for resources, planning, and time.

Recommendation

It is recommended that the Board of County Commissioners (Board) approve this request for a non-competitive designated purchase under *Contract No. RFP-00200, ERP Implementation and Related Services*, for ITD on behalf of all County Departments. 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 authorize \$15,246,852 in additional expenditure authority and extend the contract for sixteen months, for support of the INFORMS Constitutional Offices implementation.

Background

This contract was awarded by the Board on June 19, 2018, through Resolution No. R-642-18 to Accenture, LLP (Accenture) for an estimated four-year and three-month term and an allocation of \$48,283,000. The contract was subsequently modified under delegated authority and by the Board for additional time and expenditure authority through Resolution No. R-190-23.

The County's INFORMS system, which runs on the County's existing Oracle PeopleSoft and Hyperion platforms, will also be the system in place for the unique Constitutional Offices (multi-occupancy model within INFORMS). A range of technical services are provided including application architecting, business process design, integration, testing, training, data migration, development of required interfaces, and application modifications, where required. Accenture designed and deployed the latest application releases, such as self-service functionality for employees, vendors, and constituents, as well as automated approval workflows. Accenture also planned and led change management efforts, including planning for employee training and knowledge transfer to ensure that the County's team has been fully prepared to support INFORMS.

INFORMS will be the one system that manages administrative processes as the official system of record for the County's Human Resources, Payroll, Procurement, Finance, and Budget functions and related reporting. This provides countywide business process improvements by eliminating several paper-based processes, redundant data collection, reliance on multiple tracking mechanisms and duplicative business functions among departments. These processes will further evolve with the transition of the Constitutional Offices into a multi-tenant model within the same instance of INFORMS. The complexity of the implementation necessitates the continued collaboration of Accenture to perform application and support services to facilitate effective changes needed for this functional shift.

Competition is not practicable at this time as an additional competitive solicitation for these services may lead to a disruption in the progress of this critical infrastructure project, as well Accenture's inability to provide warranty of third-party services. The additional work was already included in the contract's scope of services, but the enhancements, integrations, and post-support needs for the five Constitutional Offices require this extension and additional expenditure authority. 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 to allow the County to continue the existing relationship with Accenture for the INFORMS Constitutional Offices implementation.

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. 1 and exercise all provisions of the contract, including any cancellation or extension provisions, pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38.

Fiscal Impact/Funding Source

The contract term expires on August 25, 2024 and has a current cumulative allocation of \$66,624,080. If this request is approved, the contract will have a modified cumulative allocation of \$81,870,932 and will expire on December 31, 2025. The requested increase in expenditure authority was calculated using rates established in 2018. The amount is based on the resources needed to perform the requested additional services and includes a 20 percent contingency to address additional work that may be required by the County. This request will be funded with existing and/or future bond funding and with Constitutional Officer Reserve funding that has been previously approved by the Board.

Department	Existing Cumulative Allocation	Additional Allocation Requested	Modified Cumulative Allocation	Funding Source	Contract Manager
ITD	\$66,624,080	\$15,246,852	\$81,870,932	Constitutional Officer Reserve Funding / Existing Project Bond Funding Proceeds Program #: 2000003595	Mirta Cardoso
Total:	\$66,624,080	\$15,246,852	\$81,870,932		

Track Record/Monitor

Angela Mathews-Tranum of the Strategic Procurement Department (SPD) is the Procurement Contracting Manager.

Awarded Vendor

Vendor	Principal Address	Local Address	Principal
Accenture, LLP	500 W Madison Street Floor 20 Chicago, IL	5201 Blue Lagoon Drive Suite 250 Miami, FL	Scott Jecmen

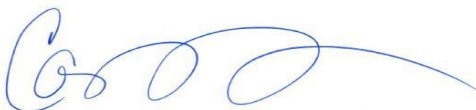
Due Diligence

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.
- A 15% Small Business Enterprise (SBE) subcontractor goal applied. In compliance with Resolution R-1001-15, at least 85% of the SBE goal has been met.
- The Living Wage Ordinance does not apply.

Attachment



Carladenise Edwards
Chief Administrative Officer

Memorandum



Date: October 24, 2023

To: Jessica Tyrell, Director
Acquisition & Sourcing Division
Strategic Procurement Department

From: Gary T. Hartfield, Director
Office of Small Business Development

A handwritten signature in blue ink, appearing to be "G. Hartfield", written over the name of the sender.

Subject: Project No. RFP-00200, ERP Implementation & Related Services

Project No. RFP-00200, ERP Implementation & Related Services was awarded with a Small Business Enterprise – Services (SBE-Services) goal of 15.00%. A contract modification to RFP-00200 was reviewed for the application of Small Business Enterprise measures. This modification increases the expenditure and extends the contract period. The awarded goals will apply to this modification.

The project was reviewed for compliance with the SBE-Services goals requirements. Resolution No. R-1001-15 requires County contracts with small business measures meet at least 85 percent of the small business goals applicable to the portion(s) of the contract work performed to date before a change order or contract amendment is considered for Board approval.

The prime, Accenture LLP (Accenture), has requisitioned \$66,624,080.00 requiring \$8,494,570.20 for compliance with the Resolution R-1001-15. The SBE-Services firms have performed \$9,993,612.00 and been paid \$8,982,823.24, and as such the prime is in compliance with Resolution R-1001-15. For additional information, please contact Alice Hidalgo-Gato, SBD Section Chief, at (305) 375-3153.

c: Namita Uppal, Director, SPD
Angela Mathews-Tranumn, Procurement Contracting Manager, SPD
Tracie Auguste, Intergovernmental Affairs Administrator, SPD
Alice Hidalgo-Gato, SBD Section Chief
Alecia Anderson, SBD Section Manager



MEMORANDUM

(Revised)

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

DATE: January 17, 2024

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 8(P)(1)

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)(1)
1-17-24

RESOLUTION NO. R-39-24

RESOLUTION AUTHORIZING 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 EXPENDITURE AUTHORITY IN AN AMOUNT
NOT TO EXCEED \$15,246,852.00 FOR A TOTAL MODIFIED
CONTRACT AMOUNT OF \$81,870,932.00 AND EXTENSION
OF THE CONTRACT TERM BY 16 MONTHS FOR CONTRACT
NO. RFP-00200 FOR ERP IMPLEMENTATION AND RELATED
SERVICES FOR THE INFORMATION TECHNOLOGY
DEPARTMENT; AND AUTHORIZING THE COUNTY MAYOR
OR COUNTY MAYOR'S DESIGNEE TO EXECUTE THE
AGREEMENT AND EXERCISE ALL PROVISIONS OF THE
CONTRACT, INCLUDING ANY CANCELLATION OR
EXTENSION PROVISIONS, 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 finds it is in the best interest of Miami-Dade County to authorize a
non-competitive designated purchase in an amount not to exceed \$15,246,852.00 for a total
modified contract amount of \$81,870,932.00 and extend the contract term by 16 months for
Contract No. RFP-00200 for ERP Implementation and Related Services for the Information
Technology Department pursuant to section 2-8.1(b)(3) of the Code of Miami-Dade County, 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 Supplemental Agreement No. 1 and exercise all provisions of the contract, including any cancellation or extension provisions, pursuant to section 2-8.1 of the County Code. A copy of the contract document is on file with and available upon request from the Strategic Procurement Department.

The foregoing resolution was offered by Commissioner **Oliver G. Gilbert, III** , who moved its adoption. The motion was seconded by Commissioner **Anthony Rodriguez** 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 aye
Roberto J. Gonzalez	aye	Keon Hardemon aye
Danielle Cohen Higgins	aye	Eileen Higgins aye
Kionne L. McGhee	aye	Raquel A. Regalado aye
Micky Steinberg	aye	

The Chairperson thereupon declared this resolution duly passed and adopted this 17th day of January, 2024. 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. 1

Contract Number: **RFP-00200 ("Contract")**
Contract Title: **ERP Implementation, Integration and Related Services**
Contractor: **Accenture LLP ("Accenture")**
5201 Blue Lagoon Drive
Suite 250
Miami, Florida 33126

This Supplemental Agreement No. 1 ("Agreement"), when properly executed, becomes a part of the Contract with the above-referenced Contract Number and Contract Title, and sets forth the terms and conditions that are in addition to and/or modify those terms and conditions set forth in both the Contract and STATEMENT OF WORK #1 FOR ENTERPRISE RESOURCE PLANNING SYSTEMS INTEGRATION SERVICES (Agreement # RFP 00200) BETWEEN MIAMI-DADE COUNTY AND ACCENTURE, LLP ("SOW #1"), , known as the Integrated Financial Resources Management System (INFORMS), by and between Accenture LLP ("Accenture" or "Contractor") and Miami-Dade County ("County") as amended.

Whereas the County has exercised all options to renew available under the Contract and the County and Contractor mutually agree to further extend the term of the Contract by an additional sixteen months.

Whereas, the County and Contractor desire to modify the Contract to add professional services to be provided by the Contractor to the County; and

Whereas, this Supplemental Agreement No. 1 sets forth the terms and conditions that are in addition to and/or modify those terms and conditions set forth in the original Contract and SOW #1.

Now, therefore, in consideration of the premises and mutual promises contained herein, the parties hereto agree to the following modification to the Articles in the Contract and in the SOW #1:

Contract:

Article 5 – Contract Term is amended to include the following:

- Contractual duration extension through December 31, 2025

Article 7 – Payment for Services/Maximum Amount Approved is amended to include the following:

The compensation for the work to facilitate the Constitutional Offices multi-occupancy of INFORMS and the correlated changes and enhancement work to be completed by Accenture under this Contract shall not exceed the total sum of \$15,246,852 U.S. dollars.

SOW #1:

The following Scope of Work will be incorporated into SOW #1 as integration of the existing PeopleSoft Financials/Supply Chain (FSCM) and Human Capital Management (HCM) systems to multi-tenants for the Constitutional Offices of the Clerk of Courts, Office of the Property Appraiser, Office of the Tax Collector, Sheriff's Office and Supervisor of Elections Financials to accommodate a countywide reporting and transactions into the Solution.

The envisioned future structure will consist of the six separate entities listed:

- Miami Dade County
- Clerk of Courts
- Office of the Property Appraiser
- Office of the Tax Collector
- Sheriff's Office
- Supervisor of Elections

The following distinct Constitutional Office deliverables will be developed for each Phase as detailed below:

Phase 1 FSCM/HCM Design/Timeline

Activities include design software configuration to address the business process design and application requirements. future upgrades. Design reports, interfaces, conversions, extensions, forms, and workflows to fill the packaged software functional gaps, as well as create the technical architecture design.

Key objectives of the FSCM/HCM Design phase are as follows:

- Design packaged software configuration to address the business process design and application requirements.
- Design reports, interfaces, conversions, extensions, forms, and workflows to fill the packaged software functional gaps.

Deliverable #	Deliverable Name	Deliverable Amount	Retainage Amount	Invoice Amount
CO-01	CO14 January - Design (FSCM/HCM/Change Management/Production Support)	\$411,190.00	\$82,238	\$328,952
CO-02	CO14 February - Design (FSCM/HCM/Change Management/Production Support)	\$815,880.00	\$163,176.0	\$652,704
CO-03	CO14 March - Design (FSCM/HCM/Change Management/Production Support)	\$878,360.00	\$175,672	\$702,688
CO-04	Design Phase - Retainage - FSCM			\$210,543
CO-05	Design Phase - Retainage - HCM			\$210,543

Phase 2 FSCM/HCM Build/Timeline

Activities in the Build Phase include configuration build, and technical design and build of Reports, Interfaces, Customizations, Extensions, Forms, and Workflow. Specifically, the activities are:

Key objectives of the FSCM/HCM Build phase are as follows:

- Build out the packaged software configuration.
- Build and test the new and modified components.
- Plan the testing of the configuration and custom components.

Deliverable #	Deliverable Name	Deliverable Amount	Retainage Amount	Invoice Amount
CO-06	CO14 April - Build (FSCM/HCM/Change Management/Production Support)	\$878,360.00	\$175,672	\$702,688
CO-07	CO14 May - Build (FSCM/HCM/Change Management/Production Support)	\$878,360.00	\$175,672	\$702,688
CO-08	CO14 June - Build (FSCM/HCM/Change Management/Production Support)	\$878,360.00	\$175,672	\$702,688
CO-09	Build Phase - Retainage - FSCM			\$263,508
CO-10	Build Phase - Retainage - HCM			\$263,508

Phase 3 FSCM Test/Timeline

Activities include system testing, integration testing, conversion testing, parallel testing, and user acceptance testing. Prepare and execute the multitude of tests to validate components work correctly when integrated into a complete application.

- Prepare and execute the system test to confirm each PeopleSoft module addresses the requirements and that all applications work together for the Constitutional Offices
- Prepare and execute the integration test to confirm that the PeopleSoft application and third party systems work together for the Constitutional Offices
- Perform the mock conversion to test the conversion process for the Constitutional Offices.
- Prepare and execute the user acceptance test to validate the application addresses stakeholder expectations for the Constitutional Offices

Deliverable #	Deliverable Name	Deliverable Amount	Retainage Amount	Invoice Amount
CO-11	CO14 July - Test (FSCM/HCM/Change Management/Production Support)	\$878,360.00	\$175,672	\$702,688
CO-12	CO14 August - Test (FSCM/HCM/Change Management/Production Support)	\$878,360.00	\$175,672	\$702,688
CO-13	CO14 September - Test (FSCM/HCM/Change Management/Production Support)	\$878,360.00	\$175,672	\$702,688
CO-14	FSCM Test Phase - Retainage			\$527,016

Phase 4 FSCM Go-Live/Timeline

Activities include deployment of the application to the County entities. Key objectives of the Go-Live phase are as follows:

- Roll out the new application to the Constitutional Offices.
- Provide communications leading up to and through the go live support timeframe
- Transfer the responsibility for maintaining the application to the operating group

Deliverable #	Deliverable Name	Deliverable Amount	Retainage Amount	Invoice Amount
CO-15	CO14 October - FSCM Go-Live (FSCM/HCM/Change Management/Production Support)	\$878,360.00	\$175,672	\$702,688
CO-16	FSCM Go-Live - Retainage			\$175,672

Phase 5 – HCM Test/Timeline

Deliverable #	Deliverable Name	Deliverable Amount	Retainage Amount	Invoice Amount
CO-17	CO14 November - HCM Test (HCM/Change Management/Production Support)	\$878,360.00	\$175,672	\$702,688
CO-18	CO14 December - HCM Test (HCM/Change Management/Production Support)	\$878,360.00	\$175,672	\$702,688
CO-19	HCM Test Phase - Retainage			\$351,344

- Please see Phase 3 as same content applies.

Phase 6 – HCM Go-Live/Timeline

Deliverable #	Deliverable Name	Deliverable Amount	Retainage Amount	Invoice Amount
CO-20	CO14 January - HCM Go-Live	\$878,360.00	\$175,672	\$702,688
CO-21	HCM Go-Live - Retainage			\$175,672

- Please see Phase 4 same content applies.

Phase 7 – Production Support/Timeline

Activities include end user and technical support of the production system. Key objectives of the Production Support phase are as follows:

- Resolve Tier 3 (technical) support of fixing program issues, researching and fixing data issues, and researching and fixing integration issues as directed by the County.

Deliverable #	Deliverable Name	Deliverable Amount	Retainage Amount	Invoice Amount
CO-22	CO14 February - Prod Support (FSCM/HCM)	\$605,560.00	\$121,112	\$484,448
CO-23	CO14 March - Prod Support (FSCM/HCM)	\$605,560.00	\$121,112	\$484,448
CO-24	CO14 April - Prod Support - HCM	\$605,560.00	\$121,112	\$484,448
CO-25	CO14 – Prod Support - HCM - Retainage			\$363,336

Accenture will provide post-implementation maintenance and operations support for four (4) months after each of the two (2) go-lives. Using a knowledge transfer approach with formal checkpoints along the way, Accenture will transfer responsibilities to the County over the four (4) months of post implementation support. This post-implementation maintenance and support will consist of technical, functional, business intelligence and reporting, and operational support as directed by the County.

Change Management

Change Management activities will be covered throughout all deliverables noted above, with specific work products (Materials related to Training and Communications) being placed on the County Informs Change Management Website under the Constitutional Office section.

All other terms, covenants and conditions of the original Contract and SOW #1 shall remain in full force and effect except to the extent amended herein.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties have executed this Supplemental Agreement No. 1 to County Contract No. RFP-00200 ERP Implementation, Integration and Related Services.

Contractor

Miami-Dade County

By: Scott J. Tecmen

By: _____
for

Name: Scott J. Tecmen

Name: Daniella Levine Cava

Title: Senior Managing Director

Title: Mayor

Date: October 23, 2023

Date: _____

Attest: _____
Secretary/Notary

Attest: _____ Corporate
Clerk of the Board

Corporate Seal/Notary

Approved as to form and legal
sufficiency

Assistant County Attorney