

MEMORANDUM

Agenda Item No. 11(A)(6)

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

DATE: March 4, 2025

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Resolution supporting and establishing as Board policy the County Mayor's establishment of the procurement academy which consists of a mandatory procurement training course, offered both in-person and online, on applicable federal, state, and County procurement laws, and required refresher courses to be completed at intervals to be recommended by the County Mayor, for County employees identified by the County Mayor through County departments that are involved in County procurement and the bidding process; directing the County Mayor to make the County's procurement academy course and refresher courses available to other local governments pursuant to interlocal agreements which shall compensate Miami-Dade County for providing such courses; and to provide written reports to the Board

Resolution No. R-251-25

This item was amended at the February 13, 2025 Government Efficiency & Transparency Ad Hoc committee to clarify that the subsequent status report required in section 4 of the resolution shall initially be provided within 365 days of the effective date of the resolution, and then every year thereafter.

The accompanying resolution was prepared and placed on the agenda at the request of Co-Prime Sponsors Commissioner Raquel A. Regalado, Senator René García and Commissioner Juan Carlos Bermudez.



Geri Bonzon-Keenan
County Attorney

GBK/ks

MDC001



MEMORANDUM

(Revised)

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

DATE: March 4, 2024

FROM: 
Glen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 11(A)(6)

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. 11(A)(6)
3-4-25

RESOLUTION NO. R-251-25

RESOLUTION SUPPORTING AND ESTABLISHING AS BOARD POLICY THE COUNTY MAYOR’S ESTABLISHMENT OF THE PROCUREMENT ACADEMY WHICH CONSISTS OF A MANDATORY PROCUREMENT TRAINING COURSE, OFFERED BOTH IN-PERSON AND ONLINE, ON APPLICABLE FEDERAL, STATE, AND COUNTY PROCUREMENT LAWS, AND REQUIRED REFRESHER COURSES TO BE COMPLETED AT INTERVALS TO BE RECOMMENDED BY THE COUNTY MAYOR OR COUNTY MAYOR’S DESIGNEE, FOR COUNTY EMPLOYEES IDENTIFIED BY THE COUNTY MAYOR OR COUNTY MAYOR’S DESIGNEE THROUGH COUNTY DEPARTMENTS THAT ARE INVOLVED IN COUNTY PROCUREMENT AND THE BIDDING PROCESS; DIRECTING THE COUNTY MAYOR OR COUNTY MAYOR’S DESIGNEE TO MAKE THE COUNTY’S PROCUREMENT ACADEMY COURSE AND REFRESHER COURSES AVAILABLE TO OTHER LOCAL GOVERNMENTS PURSUANT TO INTERLOCAL AGREEMENTS WHICH SHALL COMPENSATE MIAMI-DADE COUNTY FOR PROVIDING SUCH COURSES; AND TO PROVIDE WRITTEN REPORTS TO THE BOARD

WHEREAS, Federal, State, and local procurement rules and policies exist to ensure that governments, using taxpayer dollars, receive quality goods and services—including construction, architectural, and engineering services—at a fair price, chosen through a fair selection process; and

WHEREAS, multiple rules and regulations govern the County procurement process, some of which may not be intuitive to employees outside of the County’s Strategic Procurement Department (“SPD”); and

WHEREAS, several non-SPD employees often perform procurement functions for their respective County departments; and

WHEREAS, such employees may not have the extensive procurement training that those in SPD have; and

WHEREAS, a report (the “Report”) by the Office of the Commission Auditor (“OCA”) assessing the financial impact of the County’s office supplies purchasing pool, established by Resolution No. R-198-22, was placed on the May 21, 2024 agenda of this Board; and

WHEREAS, the Report noted multiple examples of improper deviations from County procurement policy such as instances of vendors improperly given local business preferences, as well as improper vendor outreach and award to vendors not prequalified for the office supplies pool contract; and

WHEREAS, this Board desires to cure the deficiencies noted by OCA in the Report; and

WHEREAS, the County’s procurement regulations are legal rules which must not be deviated from; and

WHEREAS, this Board believes that additional education for County employees will assist their compliance with the County’s procurement rules as well as applicable Federal and State law; and

WHEREAS, the County Mayor has established the “Procurement Academy”, which provides education about the procurement process and applicable rules to certain County employees; and

WHEREAS, through this resolution, this Board supports and affirms the Procurement Academy, establishes the continued use of the Procurement Academy as Board policy, and seeks to direct the County Mayor or County Mayor’s designee to take the necessary steps to build upon and improve that resource; and

WHEREAS, the Procurement Academy currently covers only goods and services, which includes professional services, but the Board desires that the topics covered in the procurement training be extended to include construction procurement as well; and

WHEREAS, the Procurement Academy should be provided to all necessary County personnel identified by County departments who hold positions involved in County procurement and the bidding process; and

WHEREAS, the Procurement Academy should also include refresher courses to be completed at intervals to be recommended by the County Mayor or County Mayor's designee in its report to the Board as set forth in this Resolution, by those employee positions identified by the County Mayor or County Mayor's designee through County departments; and

WHEREAS, the Procurement Academy course should be offered via multiple mediums, including virtual and in-person instruction; and

WHEREAS, the Procurement Academy course should also be made available to municipal employees, for which the County should receive compensation via interlocal agreements; and

WHEREAS, this Board seeks to direct the County Mayor or County Mayor's designee to provide status reports on the implementation of the policies set forth in this resolution, which shall include a recommendation on the frequency of required refresher courses for those employees identified by the County Mayor or County Mayor's designee; and

WHEREAS, this Board desires to do all it can to consistently procure quality goods and services—including construction, architectural, and engineering services—at a fair price, chosen through a fair selection process,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:

Section 1. The foregoing recitals are approved and incorporated herein.

Section 2. This Board supports and establishes as Board policy the County Mayor's establishment of the Procurement Academy which consists of a mandatory procurement training course, offered both in-person and online, on applicable Federal, State, and County procurement laws, and required refresher courses to be completed at intervals to be recommended by the County Mayor or County Mayor's designee, for County employees identified by the County Mayor or County Mayor's designee through County departments that are involved in County procurement and the bidding process. The County Mayor or County Mayor's designee shall identify the County employees and positions that are required to attend the Procurement Academy and shall update such list on an annual basis.

Section 3. This Board directs the County Mayor or County Mayor's designee to make the County's Procurement Academy course and refresher courses available to other local governments pursuant to interlocal agreements which shall compensate Miami-Dade County for providing such courses.

Section 4. This Board further directs the County Mayor or County Mayor's designee to submit a written status report, which shall include a recommendation as to the frequency of required refresher courses for those employees identified by the County Mayor or County Mayor's designee, to this Board within 180 days of the effective date of this resolution regarding the directives in this resolution and to subsequently place such report directly on the first available full Board agenda without committee review pursuant to Rule 5.06(j) of the Board's Rules of

Procedure. The County Mayor or County Mayor's designee shall thereafter prepare ~~[[an annual]]~~¹ >>a<< status report >>within 365 days of the effective date of this resolution and<< every year thereafter and subsequently place such reports directly on the first available full Board agenda without committee review pursuant to Rule 5.06(j) of the Board's Rules of Procedure.

The Co-Prime Sponsors of the foregoing resolution are Commissioner Raquel A. Regalado, Senator René García and Commissioner Juan Carlos Bermudez. It was offered by Commissioner **Raquel A. Regalado** , who moved its adoption. The motion was seconded by Commissioner **Marleine Bastien** and upon being put to a vote, the vote was as follows:

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

¹ Committee amendments are indicated as follows: Words stricken through and/or [[double bracketed]] are deleted, words underscored and/or >>double arrowed<< are added.

The Chairperson thereupon declared this resolution duly passed and adopted this 4th day of March, 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: Basia Pruna
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

A handwritten signature in black ink, appearing to be "CJF", written over a horizontal line.

Christian Fernandez-Andes