

MANAGEMENT ADVISORY CONSULTING SERVICES (MACS) POOL

SUMMARY

The Management Advisory Consulting Services (MACS) Pool has been established to provide expedited management consulting services to County Departments. Eligible firms can propose on projects spanning a wide range of financial, operational, and general management consulting areas. Examples of consulting services available include strategic planning, program evaluation, business processes, Lean Six Sigma analysis, staffing, rates, and fees, and cost allocation. Specific subject matter expertise, including but not limited to aviation, public safety and utilities, may also be requested for specific projects. A contract "Roadmap" containing a list of current pool members, details of the consulting services they offer and detailed procedures for accessing services is posted online through the County's database of active contracts at <https://www.miamidade.gov/DPMww/SearchContracts.aspx>; the contract ID of **RTQ-00313** can be used to located the contract in the database. Please note that the list of vendors may change over time as described below.

County departments may use the MACS Pool for consulting projects within the subject areas described above, provided the necessary expertise is available through the pool. There is a maximum cumulative award of \$950,000 for all projects awarded under this pool.

The Office of Management and Budget (OMB) and the Internal Services Department (ISD) administer this Pool. Pre-qualified firms in the Pool participate in a 'mini-selection' process for Work Orders on a project-by-project basis. The Pool remains open throughout the contract term and vendors may be added at any time provided they meet pre-defined minimum criteria, including the provision of past project references.

PROCEDURE

Accessing the Pool:

1. Contact OMB to request use of the Pool. Requesting User Department Director approval and OMB approvals are required. The user department must have funding available for the project.
2. OMB serves as the administrator of the MACS Pool and may provide the user department with technical assistance such as preparing a solicitation instrument, reviewing a scope of services and suggesting appropriate selection criteria. This may also include reviewing the project objectives and providing feedback as appropriate, as well as assisting the department in determining whether the project can best be completed through the use of in-house resources, the MACS Pool, or some other means. OMB will work with the user department to complete the scope of services, and will forward it to the ISD Procurement Management Division (PMS).
3. PMS will manage the procurement process as described in the Roadmap and guide the user department regarding their role.

4. PMS will award the Work Order if it is within its delegated authority.
5. The user department will manage the consultant's performance and monitor the contract in coordination with PMS. All project deliverables will be provided to both the requesting user department and to OMB. For more detailed information, please refer to the Roadmap.

All work order solicitations will be reviewed for contract measures by Small Business Development prior to issuance. Approval of individual Work Orders by the Board of County Commissioners will not be required.

Adding Vendors to the Pool:

Vendors wishing to be added to the pool are required to complete the submittal packet as described in Solicitation RTQ-00313 at the following site:

<http://www.miamidade.gov/performance/library/forms/macs-solicitation-packet.pdf>

Contact OMB or PMS for instructions on how to submit the packet.

CONTACT(S):

Department/Division

Office of Management and Budget

Internal Services Department/Procurement Management Division