


Memorandum



Date: September 7, 2016

To: Department Directors

From: Jennifer Moon, Director
Office of Management and Budget 

Subject: New Management Advisory Consulting Services (MACS) Pool

A new Management Advisory Consulting Services (MACS) Pool has been established to provide expedited management consulting services to County Departments. The pool currently consists of 18 pre-qualified firms eligible to propose on projects spanning a wide range of financial, operational, and general management consulting areas. Examples of potential project focus areas include strategic planning, program evaluation, business processes, Lean Six Sigma analysis, staffing, rates and fees, and cost allocation. Specific subject matter expertise, including aviation, public safety and utilities, for example, may also be requested for specific projects. A list of current pool members and details of the consulting services they offer are provided in Attachment A. This document is also be posted online through the County's database of active contracts at <https://www.miamidade.gov/DPM/ww/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 categories described above, provided the necessary expertise is available through the pool. Projects offered to the pool are limited to a maximum cumulative award of \$950,000.

Process for Adding New Vendors

Unlike previous versions of the MACS Pool, the new pool will remain 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. Vendors should provide accurate contact information for project references and verify in advance that references will be provided to the County. No firm will be added to the pool without appropriate, confirmed references.

Vendors wishing to be added to the pool are required to complete the submittal packet provided in Attachment B and send a scan of the completed package via email to Caroline Burgos of the Internal Services Department (ISD) at ctburgo@miamidade.gov. (Please disregard the packet's instructions on page 4 saying that submissions cannot be sent by email. These instructions were for the inaugural members of the pool.) This document can also be accessed online through the County contract database referenced above. Caroline can also be reached at 305-375-2037 should you have any questions regarding the qualification process.

Pool Work Order Process

Most MACS Pool services will be procured through one of the following methods:

- Request for Quotations (RFQ): award based on the lowest price offered. The RFQ may include requirements specific to the project.

- Work Order Proposal Request (WOPR): a quality or quality and price evaluation process, similar in nature to an abbreviated Request for Proposals. Interested pool members will submit proposals responding to the requirements of the WOPR, and a County team will recommend Work Order awards based competitively on quality and price.

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.

Departments interested in procuring the pool's services should first contact the Office of Management and Budget (OMB). If it is determined that the proposed project is appropriate for and can be carried out through the pool, OMB may assist the user department in preparing a solicitation instrument including scope of services and appropriate selection criteria. In most cases, user departments will coordinate the selection process in accordance with the Roadmap provided in Attachment A. Departments that require guidance in conducting a selection process may contact ISD-Procurement Management Services.

If you are interested in procuring MACS Pool services, or have any questions regarding the pool, please contact Amy Horton-Tavera, OMB Program Coordinator, at (305) 375-5143 or ahorton@miamidade.gov.

Attachments

c: Office of the Mayor Senior Staff

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