

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. N/A

Re-Bid
 Other – Access of Other Entity Contract
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: BW-10118
 TERM OF CONTRACT 3 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Executive Management Services

Description: Executive Management Services

Issuing Department: ISD
 Contact Person: Natalya Vasilyeva
 Phone: 3053754725

Estimate Cost: \$250,000

Funding Source:
 GENERAL
 FEDERAL
 OTHER

x

ANALYSIS

Commodity Codes:	91858	 	
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.			
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:	Government services group	 	
Small Business Enterprise:	 	 	
Contract Value:	 	 	
Comments:	 		

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE	 	 	 	

Basis of Recommendation:

Signed: Natalya Vasilyeva	Date sent to SBD: 11/25/2020
	Date returned to SPD:

SCOPE

Miami-Dade County is entering into an agreement with Government Services Group, Inc. (Consultant) to advise the County Mayor's Office during the transition of the County's Budget Director. The Consultant shall exercise considerable independent judgment in coordinating the development of the proposed operating and capital budgets and in the analysis of complex budgetary issues.

The responsibilities shall include, but not limited to:

- 1) Manage the Budget Department in the role of Interim Budget Director;
- 2) Coordinating the development of the proposed operating and capital budgets including production of actual budget documents.
- 3) Conducting complex revenue and expenditure forecasts with particular emphasis of general discretionary operating and capital funds
- 4) Analyzing selected high-priority complex operating and capital budgets from initial budget submission and development to year-end close-out,
- 5) Making recommendations regarding budgetary and fiscal programmatic policy issues.
- 6) Working collaboratively with Commission Auditor employees in the preparation, analysis, monitoring and reporting on operating and capital budgets.
- 7) Conducting highly sensitive and complex financial and programmatic research,
- 8) Conducting comparative tax research and fiscal impact analyses,
- 9) Making presentations to the Mayor's Office, Board of County Commissioners, and the public,
- 10) Coordinates and conducts sensitive and complex budgetary policy, financial, statistical, and programmatic research;
- 11) Conducts comparative tax research and fiscal impact analyses;
- 12) Develops performance measurement systems and fiscal indicators.
- 13) Conducting budget-related special assignments.