

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-10192
 TERM OF CONTRACT 3 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Technology sector engagment advisor

Description:

The Contractor shall provide services of an “Advisor for Innovation and Technology” to the County Mayor and subordinate staff which objectives are to provide accurate, relevant, and timely advice on all how to engage and work with the technology sector

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:	The Miami Foundation, Inc.				
Small Business Enterprise:					
Contract Value:					
Comments:					
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO					

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				
Basis of Recommendation:				
				
Signed: Natalya Vasilyeva		Date sent to SBD: 11/09/2021		
		Date returned to SPD: 		

APPENDIX A – SCOPE OF SERVICES

1. BACKGROUND

The Miami-Dade County Office of the Mayor oversees a metropolitan government that services almost 2.8 million residents and aims to make Miami-Dade County the most technologically inclusive and equitable community in the nation by bridging the digital divide and providing economic opportunities for all its residents. More specifically, Miami-Dade County government seeks to grow and nurture the technology sector in Miami-Dade County to improve the lives of the county's citizens through policies and programs focused on resilience and equity.

2. SERVICES TO BE PROVIDED

The County is contracting with The Miami Foundation, Inc. (hereinafter referred to as the "Contractor") for services of an "Advisor for Innovation and Technology" to the County Mayor and subordinate staff which objectives are to:

- a) Provide accurate, relevant, and timely advice on all how to engage and work with the technology sector and relevant stakeholders, and their involvement with the community in Miami-Dade County;
- b) Partner, through engagement, with the technology sector and community to develop and execute policies and programs focused on how technology can increase opportunities for the citizens of Miami-Dade County;
- c) Grow, convene and energize the technology sector and community on behalf of the Mayor's office and coordinate with other public sector entities and municipalities in Miami-Dade County, County departments and agencies in these efforts to provide the greatest benefit for Miami-Dade citizens through the lens of resilience and equity; and
- d) Amplify the County Mayor's commitment to the technology sector, and the community by bridging the digital divide and providing economic opportunities, through public outreach.

3. GENERAL SERVICES:

Through a dedicated "Advisor for Innovation & Technology", the responsibilities shall include strategic planning, project management and maintaining relationships needs for the Mayor with the technology sector and community.

Specific responsibilities include, but are not limited to:

- a) Manage relationships with technology leaders and stakeholders on behalf of the County Mayor and facilitate greater coordination with the Mayor's Office, as well as adherence to County policies, plans and goals pertaining to the development of the technology sector in Miami-Dade County.
- b) Coordinate engagement, either through individual or group meetings or public workshops, with the technology sector and community on behalf of the County Mayor and the County administration.
- c) Develop documents related to how Miami-Dade can incentivize business growth in the technology sector for existing and net-new companies, which must at least include the creation of a "Welcome" document and "What Miami-Dade Offers" document for all companies.
- d) Develop and implement a plan for external advocates of the County Mayor's policies and efforts to amplify the message, accomplishments and opportunities in Miami-Dade County with local, national, and international media.
- e) Establish and track metrics and key milestones to show progress in bridging the digital divide, providing economic opportunities, and the associate public outreach of such, to include examples such as, but not limited to, the following:
 - i. Collecting, tracking and monitoring local data on contact information, touch-points, new and existing companies and funding in Miami-Dade County, track new funding and public relations stories of tech companies building in and from Miami, track press hits in support and recognition of the County Mayor and County administration's efforts by local and national tech leaders.
 - ii. Gathering information and documenting POVs of technology sector leaders + community members.
 - iii. Receiving written feedback and opinions from technology leaders.
 - iv. Coordinating with external organizations, such as Softbank, eMerge, Refresh Miami, and others, to implement programs and initiatives.
 - v. Aligning the aforementioned and other metrics and key milestones with the overall resilience and equity metrics of the County.
- f) Other duties as assigned.

4. REPORTING

The Contractor will be responsible for submitting to the County monthly reports on their activities. This reporting includes participating in periodic calls or meetings with the County Mayor and/or subordinate staff and the creation of status reports.

5. PERSONNEL

The Contractor may use, at the discretion of the County Mayor, the County Mayor's subordinates of existing County administration staff to assist in the performance of the requested services under this Agreement.

6. ENGAGEMENT PRINCIPAL

The Engagement Principal for this Contract shall be the "Advisor for Innovation and Technology" or such other employee of the Contractor identified by the County.

7. ADDITIONAL SERVICES

Occasionally, the County may request, additional services, and/or updates to a previously awarded Scope of Work, which are related to, but not included in the Scope of Services. In the event the County requires additional related services, the County will incorporate such services into the Contract through the issuance of a mutually agreed upon supplement to the Agreement.