

**ISSUING DEPARTMENT INPUT DOCUMENT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. New Project  
 Contract  
 Re-Bid   
  Other – Access of Other Entity Contract   
 LIVING WAGE APPLIES:  YES     NO  
 Requisition No./Project No.: BW-10220   
 TERM OF CONTRACT 1 YEAR(S) WITH    YEAR(S) OTR

Requisition /Project Title: Executive Search and Recruitment Services

Description: DTPW is seeking Executive Search and Recruitment Services for the Department's Deputy Director of Operations position.

Issuing Department: ISD-SPD for DTPW   
 Contact Person: Prisca Tomasi   
 Phone: (305) 375-1075  
 Estimate Cost: \$100,000  
 Funding Source:   
 GENERAL    
 FEDERAL    
 OTHER

**ANALYSIS**

**Commodity Codes:** 961-30                          
 Contract/Project History of previous purchases three (3) years  
 Check here  if this is a new contract/purchase with no previous history.

	<u>EXISTING</u>	<u>2<sup>ND</sup> YEAR</u>	<u>3<sup>RD</sup> YEAR</u>
<b>Contractor:</b>	<u>  </u>	<u>  </u>	<u>  </u>
<b>Small Business Enterprise:</b>	<u>  </u>	<u>  </u>	<u>  </u>
<b>Contract Value:</b>	<u>  </u>	<u>  </u>	<u>  </u>
Comments: <u>  </u>			

Continued on another page (s):     YES     NO

**RECOMMENDATIONS**

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>

Basis of Recommendation:   

Signed: Prisca Tomasi   
 Date sent to SBD: 02/03/2022  
 Date returned to SPD:

## APPENDIX A – SCOPE OF SERVICES

### A. Introduction

Miami-Dade County (the “County”) is seeking a firm to prepare a search and recruitment plan to identify viable candidates for the position of Deputy Director of Operations for the Department of Transportation and Public Works (DTPW).

### B. Background

DTPW provides a high-quality, safe, reliable, clean, and efficient mass transit system that meets the travel needs of the County’s growing population and provides vital transportation infrastructure systems and services. The mass transit system includes the Metrobus, Metrorail, Metromover, and Special Transportation Service. DTPW provides all traffic signals countywide, along with all traffic control signs, street signage and pavement markings and all County and State-owned streetlights. DTPW builds, operates and maintains movable and fixed bridges, swales, roadway surface repairs, guardrails, along County road rights-of-way. DTPW also operates and maintains the Rickenbacker and Venetian Causeways.

Additionally, DTPW manages the County Stormwater Utility for flood and water quality protection and maintains the secondary canal system.

Permits for all work within rights-of-way and code enforcement of unpermitted work is also handled by this department’s Public Works division.

### C. The Position

The Deputy Director of Operations is a key executive level position, and will serve as an extension of the Director of DTPW and will be responsible for strategic leadership and management for multimodal transit planning and operations.

The Deputy Director of Operations is compensated with a minimum salary of \$136,555 per year and a maximum salary of \$253,166 per year.

### D. Required Services

#### Preparation

Contractor shall:

1. Schedule and conduct a detailed on-site community and practice profile and consultation.
2. Recommend strategies to maximize recruitment effectiveness and success.
3. Design, build, implement, and manage dedicated individual website for County’s search in accordance with the Functionality Standards stipulated in Exhibit C.
4. Conduct a national search to identify qualified candidates for the executive level position of Deputy Director of Operations. Contractor shall, in consultation with the County, prepare a recruitment profile that includes information about the County.
5. Review the employment agreement for the Deputy Director of Operations position with the County.

### Short-List

Contractor shall:

1. Screen and determine the level of interest and compatibility of potential candidates with the County's opportunity.
2. Submit a list of at least ten (10) qualified individuals to the County along with their credentials and shall also include a recommended short-list of the five (5) most qualified candidates.
3. Request and provide candidate's initial references and background information prior to the on-site interviews.

### County Interviews

Contractor shall:

1. Assist in the preparation, scheduling, and development of the interview of candidates with the County.
2. Prepare travel and lodging accommodation itinerary for the candidate for County interview. Travel arrangements for candidates shall be in accordance with Florida Statute 112.061, Per Diem, and Travel Expenses of Public Officers, Employees, and authorized persons, and require the County's prior approval.
3. Conduct all applicable reference and criminal background checks on five (5) finalists.
4. Provide the County with a comprehensive candidate profile for each interviewed candidate.

### Selection

Contractor shall:

1. Perform as established credible third party on behalf of the County in negotiation of a mutual work agreement.
2. Notify candidates of their selection or rejection and may be required to participate in the salary and employment negotiations.

### **E. Other Required Services**

Additionally, the Contractor shall provide organizational and leadership consulting services as directed by the Director of DTPW.

**APPENDIX B – PRICE SCHEDULE**

The prices for providing the services stated in Appendix A – Scope of Services, are stipulated below, for the term of the Agreement. The fees stipulated below shall include all costs necessary to provide the services as described in Appendix A – Scope of Services:

<b>Cost of Executive Search and Recruitment Services</b>		
Installment No. 1	Preparation	\$16,000
Installment No. 2	Short-List and County Interviews	\$16,000
Final Installment	Selection	\$68,000
<b>Total:</b>		<b>\$100,000</b>

Notes:

1. The overall spending under this contract will not exceed \$100,000.
2. All travel arrangements for candidates shall be in accordance with Florida Statute 112.061, Per Diem, and Travel Expenses of Public Officers, Employees, and authorized persons, and require the County’s prior approval.
3. All travel expenses incurred shall be included in the Final Installment bill and shall not exceed, in combination with Installment No. 1 and Installment No. 2, the total contract value of \$100,000.

The software or service offered to the County must meet or exceed the following functionality/standards established by the County Information Technology Department listed below.

Functionality/Standards	
1	Solution uniquely identifies each user.
2	Solution provides integration with Microsoft Active Directory or Azure Active Directory for user authentication of Internal users/administrators. (ADFS, FIM, MIM)
3	Solution can be installed and maintained in accordance with the principle of least privilege for Database systems.
4	Solution supports scheduled password rotation of accounts.
5	Solution requires account passwords for authentication.
6	Account Password complexity is configurable to allow for a minimum of 14 characters comprised of upper and lower alpha, numeric and special characters (e.g. !, @, #, \$, %, &, *)
7	Passwords are suppressed (not echoed back) when entered by users.
8	Solution supports Multi-Factor Authentication (MFA)
9	User login credentials (user account/password) are encrypted in transmission with a minimum of AES 256-bit encryption
10	Solution supports password history functionality whereby password re-use is prohibited for a configurable number of prior passwords. Indicate maximum password history capability
11	Solution supports administrative passwords aging of 30 days.
12	Administrative accounts have the capability of resetting passwords
13	Solution provides user self-service password reset functionality utilizing a challenge and response authentication
14	Solution includes self-service challenge and response that are comprised of 8 challenge questions and stores user's responses during registration. Responses must be stored with a minimum of AES 256-bit encryption.
15	Solution includes self-service password reset that presents user with a configurable number of random challenge questions which when answered correctly will enable the password to be reset.
16	Solution supports the ability to limit unsuccessful login attempts to 5. If the number of unsuccessful login attempts is exceeded, system locks out or disables user account.
17	Solution supports limiting concurrent user sessions to 1 by default, and the number of concurrent user sessions is configurable by administrators.
18	Solution provides administrative capability to lock or disable accounts whenever necessary.
19	Solution supports the display of a configurable warning, pre-login banner during solution login indicating that unauthorized access is prohibited.
20	Solution supports the ability to manage users based on group membership. (Role based privileges) in addition to assigning/revoking specific user-based privileges
21	Solution provides tools and reporting to enumerate user rights/privileges, group membership, access to locations/functions or user profiles
22	Solution provides audit logging capability which captures successful logins, unsuccessful logins, records viewed, printed, added, deleted, or modified and has the capability to retain logs for a period of 5 years plus current.
23	Solution audit logs captures date and time, user account, source IP address, audit event and success or failure of event
24	Solution prohibits administrators from disabling the audit mechanism.
25	Solution ensures the audit log is protected from unauthorized access. (i.e. logs are capable of simultaneously being sent to a logging server or SIEM in addition to being maintained locally)
26	Solution prevents users or administrators from editing the audit log. (Modifying, deleting, or adding log entries)
27	Solution is configured for high availability with a guaranteed minimum up time of 99.99% annually
28	Solution generates outbound alerts and notifications. Explain what data is contained in said messages (e.g. email alerts, automated reports, SMNP traps).
29	Solution ensures that sensitive data (data that falls under the scope of CJIS, PII, SOX, HIPAA, and PCI requirements) is encrypted during transmission over the client's network (minimum AES 256-bit encryption)
30	Solution ensures that sensitive information (data that falls under the scope of CJIS, PII, SOX, HIPAA, and PCI) which is vulnerable to unauthorized access, encrypted while in storage (minimum AES 256-bit encryption)

31	Solution ensures that Is sensitive information (data that falls under the scope of CJIS, PII, SOX, HIPAA, and PCI) encrypted for transmission over external networks or connections. (minimum AES 256-bit encryption)
32	If Cloud Hosted, Solution is hosted in an audited data center complying with ISO 27001, SAS 70, SSAE 16 or SOC2 or3 audit standards. (please provide copy of most recent audit)
33	If Cloud Hosted, Solutions has controls in place which prohibit Hosting or Solution's employees or 3 <sup>rd</sup> party vendor technical support personnel access to or the ability to access, view or modify customer confidential data in compliance with. Please describe controls used to ensure data confidentiality, including encryption and key storage mechanisms.
34	If Cloud Hosted, Solution is a high availability solution with either active-active or active-passive failover between geographically diverse data centers
35	If Cloud Hosted, System and data is physically located within the Continental United States.
36	If Cloud Hosted, System is accessible from the County network and Proxy infrastructure
37	If Cloud Hosted, System encrypts all sessions from initiation to termination using validated encryption ciphers (TLS 1.2 or higher)
38	If Cloud Hosted, Solution is scanned for vulnerabilities on a regular basis (monthly) using commercially available vulnerability scanners such as Nessus, Qualys etc. Monthly vulnerability reports must be shared with the County.
39	Solution must be regularly patched with appropriate OS/database/application security patches within 30 days of vendor release.
40	Solution must have "Critical" security patches applied within 7 (seven) calendar days of release from vendor.
41	Solution must be maintained on current supported release of OS/database/applications. End of Life (EOL) versions will be upgraded prior to end of vendor support date.
42	Solution must be scanned for Application vulnerabilities on a regular basis (monthly) using commercially available vulnerability scanners such as HP WebInspect, Veracode, or IBM AppScan, or comparable.
43	If Cloud Hosted, Solution or solution will have change control processes implemented to provide application vulnerability scanning (PCI, OWASP top 20) prior to production migration of any changes. All "Medium, Critical, and Severe" vulnerabilities will be remediated prior to migration. Application vulnerability reports will be shared with the County.
44	Any API must use API key security (X-API-Key) or demonstrate alternate security controls.
45	If Cloud Hosted, Solution is protected using Intrusion Detection and Prevention technology (IDS/IPS)
46	If Cloud Hosted, Solution is protected against Distributed Denial of Service (DDOS) Attack

**EXHIBIT A – JOB DESCRIPTION**

**EXECUTICE DIRECTOR OF OPERATIONS**

## MIAMI-DADE COUNTY DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS (DTPW)

## ESSENTIAL WORK FUNCTIONS

Illustrative Tasks:

- A. Responsible for ensuring the delivery of safe, reliable, efficient, and courteous bus, rail and mover transportation services. This responsibility includes but is not limited to overseeing manpower requirements to ensure the provision of regular daily service as well as the ability to handle special service requests; ensuring adherence to all safety rules and regulations; ensuring effective management of operations personnel and ensuring such personnel receive effective operational training including appropriate customer service training.
- B. Responsible for ensuring safe and efficient fleet and system maintenance activities necessary to support the safe and reliable delivery of transit services. These activities include, but are not limited to: ensuring the safety, reliability, and longevity of system vehicles and other equipment; ensuring effective maintenance of track and guideway structures and all system facilities and equipment; monitoring and ensuring adherence to established preventive maintenance schedules and to all safety rules and regulations; overseeing manpower requirements and ensuring efficient usage of available manpower and also ensuring maintenance personnel receive appropriate and effective technical training.
- C. Plans, oversees, and controls a current operating budget of over \$210 million to include the management of overtime and other budgeted expenditures; monitors grant funded projects and requests associated capital funding necessary to operate and maintain the fleet and all associated systems, facilities and equipment. Evaluates projects to be funded based on priority and impact on the various transportation systems and the agency mission, both long and short term.
- D. Ensures effective management of the human resources of the areas over which responsible, which consists of over 2,900 budgeted employees for the current fiscal year, from senior managerial and supervisory levels to maintenance/technical personnel and administrative/operational employees. Represents the agency and the County in personnel, union and labor related issues and policy issues. Establishes policies and procedures to support and sustain effective relationships with labor unions representing a majority of the employees.
- E. Makes recommendations to the Executive Director regarding measuring, policies or procedures to improve the efficiency or effectiveness of operations and maintenance activities; responds to emergencies on a 24-hour on-call basis; coordinates the investigation of causes of equipment failures or other incidents and assures appropriate corrective actions; coordinates official responses to the MDT Executive Director, other MDT divisions, or to other County departments or agencies as necessary. Performs other related duties as necessary.
- F. Supervises Business Management functions which include management and supervision of over 330 employees. Responsible for all accounting, personnel, procurement, materials distribution, bus and rail maintenance control, revenue collection and processing of the department and controlling expenditures of over \$23,100,000. This function is supervised through an Assistant Director.
- G. Responsible for Budget and Audit Services management functions which includes management and supervision of employees that are responsible for all financial and performance auditing and budgeting of the department and controlling expenditures of over \$7,800,000. This function is supervised through a Chief.
- H. Responsible for Information Technology management functions which includes management and supervision of employees that are responsible for all information services functions for the department and controlling expenditures of over \$1,474,000. Function is supervised through a Chief.
- I. Responsible for the financial implementation of the People's Transportation Plan.
- J. Responsible for Joint Development, Management and Grants Management functions which include management

and supervision of approximately 12 positions responsible for all grants, joint development, and leasing issues for the department and controlling expenditures of over\$1,474,000. This function is supervised through a Chief.

- K. Responsible for overseeing the department's overall budget; developing and recommending policies to prepare and manage the budget; and monitor the implementation of necessary plans and programs to meet budget.
- L. Responsible for identifying, developing and implementing innovative financing techniques and revenue enhancements.
- M. Represents the department in relations with the Federal Transit Administration, State Department of Transportation and other regional transit agencies.