



Verification of Availability
BW-10240 – Deep Dive Miami Program
May 27, 2022

SBD is attempting to place a Small Business Measure on the subject solicitation. Please review this document to determine if your firm meets the requirements and is able to provide the requested good(s) and/or service(s). ***If your firm is interested, please include a copy of your firm's resume or list of projects or list 3 similar projects on the last page of this document.***

The deadline to respond to this Verification of Availability is 5:00 PM, Wednesday, June 1, 2022.

Tyrone White

Capital Improvement Project Specialist

Miami-Dade County Internal Services Department – Small Business Development

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“Help stimulate Miami’s economy by supporting Small Businesses”

Please familiarize yourself with the Project Review Process Website:

<http://www.miamidade.gov/smallbusiness/projects-under-review.asp>

SS-10245 – SYSTEM ONE SOURCE PURCHASE AGREEMENT

APPENDIX A – SCOPE OF SERVICES

1. Introduction

Miami-Dade County (the “County”) is seeking a firm to assist with the Deep Dive Miami Program. The Deep Dive Miami Program has been designed to assist in integrating new business leaders and executives into Miami’s technology business world.

Is your firm interested in assisting with the deep dive Miami program? _____ Yes _____ No

2. Background

The COVID-19 pandemic accelerated the emigration of tech industry leaders, their companies and related investment firms from major business hubs to a warmer and more business and tax friendly metropolitan area: Miami-Dade County. These tech leaders and companies are expected to drive the city’s business community and to attract new talent to the County. To do so successfully, the Greater Miami Chamber of Commerce (GMCC) and the County will need to combine resources to quickly and effectively respond to the needs of these incoming executives and tech industry leaders. Deep Dive Miami will be able to assist in supporting driving and retaining the talent and businesses, establishing a tech hub in Miami, building higher economic impact and a faster recovery from the effects of COVID-19 on our community.

3. Required Services

Contractor shall provide services in two (2) phases as shown below:

Phase 1 – Deep Dive Miami Program Welcome Package and Forum Series

Contractor shall:

1. Prepare and provide a digital welcome package designed to give new leaders key information and access to important contacts that can help them with personal and business issues, as shown below:

Digital Welcome Package shall contain:

- Important information on Miami’s local, state, and federal leaders and government structures
- Listings for important County services, departments, and any other notable community leaders and organizations
- Economic stats of Miami
- Social impact programs
- Tech eco-system listings
- Overview of education system (PreK – 12 and Higher Education)
- Real estate (neighborhoods and companies)
- Cultural institutions and events
- International data and resources

**Can your firm provide a digital welcome package inclusive of the information listed above? _____ Yes
_____ No**

2. Organize and host bi-weekly gatherings covering topics that will help participants get a quick and thorough understanding of Miami.

Bi-Weekly gatherings shall:

- Educate new executives about the major initiatives and issues being dealt with in the region from people and influencers making the headlines in Miami's community.
- Be offered once a quarter, over a period of six (6) to eight (8) weeks and shall include 5 forums, each lasting two (2) hours.
- Provide topics and sessions developed with the intention of immersing executives in the top issues, exposing them to the cultural and ethnic richness, and introducing them to the leaders making Miami a robust and diverse economy for businesses to grow.

Can your firm organize and host bi-weekly gatherings to cover topics that will help participants get a quick and through understanding of Miami? _____ Yes _____ No

Can your firm provide services under Phase 1 – Deep Dive Miami Program Welcome Package and Forum Series? _____ Yes _____ No

Phase 2 – CEO Resource Network (Concierge Services)

Contractor shall:

3. Provide a GMCC Concierge who shall be available to all participants to assist in connecting new leaders to the right people, information, and resources in the community, answering questions and solving issues.
4. Ensure GMCC Concierge has the right experience and expertise to solve unusual situations.

**Can your firm provide services under Phase 2 – CEO Resource Network (Concierge Services)? _____ Yes
_____ No**

CONTRACTOR QUALIFICATIONS QUESTIONNAIRE

This questionnaire will assist SBD in identifying the qualified contractors that can provide the aforementioned good(s)/service(s). Indicate yes “Y” or no “N” on the empty line on the left side of this questionnaire and forward it completely filled out to this e-mail address:

twj@miamidade.gov or via fax (305) 375-3160 attention Tyrone White.

_____ PROPOSER (PRIME) has experience completing projects with a similar size and scope as this project, meets the requirements of the PROPOSER (if any) and can perform the work as required.

_____ PRIME **DOES NOT** have experience providing the required good(s) and/or services required by this solicitation.

I certify that to the best of my knowledge all the information provided is verifiable and correct.

Name of Firm: _____

Representative's Name: _____

Title: _____ Signature: _____

Please respond by **5:00 PM, Wednesday, June 1, 2022.**

Any questions feel free to contact me at (305) 375-2824.

PLEASE LIST YOUR FIRMS HISTORY OF SIMILAR PROJECTS, REASON(s) WHY YOUR FIRM DOES NOT MEET THE EXPERIENCE REQUIREMENTS (IF APPLICABLE) AND ANY COMMENTS YOU MAY HAVE ON THE NEXT PAGE

SIMILAR PROJECTS AS PRIME OR SUB- CONTRACTOR

Project Title: _____

Client Name: _____

Contact #: (____) ____ - ____ / _____

Contract Amount: \$ _____

Scope of Service(s):

Project Title: _____

Client Name: _____

Contact #: (____) ____ - ____ / _____

Contract Amount: \$ _____

Scope of Service(s):

Project Title: _____

Client Name: _____

Contact #: (____) ____ - ____ / _____

Contract Amount: \$ _____

Scope of Service(s):
