

ISSUING DEPARTMENT INPUT DOCUMENT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. _____
Contract _____
 Re-Bid Other – _____ LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: BW-10370 TERM OF CONTRACT 2 YEAR(S) WITH _____ YEAR(S) OTR

Requisition /Project Title: Climate Pollution Reduction Grant – Outreach

Description: See attached NARF

Issuing Department: RER Contact Person: Kimberely Brown Phone: 305-375-4724

Estimate Cost/Value: \$130,270 GENERAL _____ FEDERAL _____ OTHER _____
Funding Source: _____ x _____

ANALYSIS

Commodity Codes:	<u>92577</u>	<u>93876</u>	<u>54555</u>	_____	_____
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:	<u>The CLEO Institute</u>	_____	_____		
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: _____	Date sent to SBD: _____
	Date returned to SPD: _____

MARKET RESEARCH

Contract No.: BW-10370 and BW-10371	Recommendation: <input type="checkbox"/> Exercise Option to Renew (OTR) <input checked="" type="checkbox"/> Non-Competitive Acquisition <input type="checkbox"/> Solicit Competition <input type="checkbox"/> Access Contract <input type="checkbox"/> Other
Title: Climate Pollution Reduction Grants	
Procurement Contracting Officer/Associate: Patricia Valcour	

Background:

The Miami-Dade County (County) Office of Resilience, Regulatory and Economic Resources Department (RER), intends on producing a most qualified pool of potential vendors that will be responsible for completing tasks required under the Climate Pollution Reduction Grant (CPRG) program. The CPRG program provides grants to states, local governments, tribes, and territories to develop and implement plans for reducing greenhouse gas (GHG) emissions and other harmful air pollution. Through the Inflation Reduction Act of 2022, Congress created the CPRG program which is administered by the Environmental Protection Agency (EPA). CPRG is a two-staged grant program with funding of \$250 million for noncompetitive planning grants, and \$4.6 billion for competitive implementation grants. Planning grants were made available for all states and most Metropolitan Statistical Areas (MSA), including Miami-Fort Lauderdale-Pompano Beach MSA.

On May 31, 2023, MDC applied for the CPRG on behalf of the four-County region that includes Miami-Dade, Broward, Monroe, and Palm Beach counties. On August 4, 2023, the EPA awarded MDC, with the CPRG in the amount of \$999,998.00. Per the CPRG planning grants, the following deliverables are required to remain in compliance over the course of four (4) years: 1) A Priority Climate Action Plan; 2) A Comprehensive Climate Action Plan 3) Status Report. RER is procuring services from The Cleo Institute (CLEO) and International Council for Local Environmental Initiatives (ICLEI), utilizing the CPRG.

The contract for CLEO will be for a term of two (2) years, in the amount of \$130,270.00. Services provided by CLEO include but are not limited to developing and disseminating a “needs/wants” survey; leading stakeholder engagement sessions with low-income and disadvantaged communities (LIDACs) in collaboration with county/municipal staff as appropriate; participating in CPRG advisory committee meetings and revising work products to reflect input received; develop a dedicated CPRG webpage; communicate and distribute information to LIDAC; and supporting qualitative/quantitative parameters (to the extent practicable) that should be considered when identifying LIDACs.

The contract for ICLEI will be for a term of two (2) years, in the amount of \$129,589.00. Services provided by ICLEI include but are not limited to establishing a Priority Climate Action Plan (PCAP) and a Comprehensive Climate Action Plan (CCAP). Each plan consists of various, specific vital components that will solidify both PCAP and CCAP.

Research Conducted:

Market research was conducted via various methods, including an internet search, NIGP, Sourcwell and other sources to identify potential proposers to locate similar contracts from other entities/agencies. However, there are no comparable contracts within the region.

Agency	Solicitation/Contract No.	Findings
Government of the District of Columbia Department of Energy and Environment	RFA-FY23-GBCB-818	Scope does not meet the County's needs.
Miami Valley Regional Planning Commission	Climate Pollution Reduction Planning Grant	Scope does not meet the County's needs.
Bay Area Air Quality Management District	RFP No. 2023-033	Scope does not meet the County's needs.

Per, RER utilizing the proposed vendors is in the best interest of the County for the following reasons:

CLEO:

1. CLEO is a prominently known non-profit, non-partisan organization that is dedicated to climate crisis education and advocacy.
2. CLEO has over ten years of experience and has worked closely with local, state and national governments, community leaders, academic institutions, faith-based organizations.
3. Recently, CLEO contracted as the stakeholder engagement consultant for the Southeast Palm Beach County Coastal Resilience Partnership.
4. CLEO's level of engagement has positioned them as a leader in outreach efforts using a social equity lens and engagement with underrepresented and underserved communities regarding policy decision-making efforts.
5. To date several elected officials, South Florida municipalities, nonprofit organizations and foundations have been trained by CLEO on climate crisis risks and solutions.
6. CLEO was instrumental in ensuring that the Southeast Florida Regional Climate Change Compact's Regional Climate Action Plan (RCAP 2.0) was centered on equity, by hosting a summit with multiple partners to transform the concerns and ideas of under resourced communities in Miami-Dade, Broward, Monroe, and Palm Beach Counties into actionable and equitable recommendations to help shape the update of RCAP 2.0.
7. CLEO's participation was subsequently requested in 2022 to provide additional feedback on the revised RCAP 3.0.

ICLEI:

1. ICLEI is also a prominently known non-profit organization and global networking tool that is used by governments and institutions committed to sustainable development, including measuring and mitigating GHG emissions, prepare for climate impacts, prioritize actions, and collaborate in real-time.
2. Miami-Dade County utilizes the Global Protocol for Community-Scale (GPC) for Greenhouse Gas (GHG) Inventories which provides for credible and meaningful reporting. This protocol was developed by ICLEI through a collaborative effort with the World Resources Institute (WRI) and C40 Cities Climate Leadership Group (C40).
3. ICLEI has completed various GHG emission inventories to understand, track and report on the County's progress in its goal to reduce GHG emission.
4. To track and report GHG, MDC utilizes the ClearPath Software, which was created by ICLEI.
5. Through ICLEI's ClearPath platform, the four counties can measure, manage, and report greenhouse gas emissions under GHG Protocol standards to estimate GHG emissions consistently over time using the same methods, data sources, and boundary definitions across the years, and can also make comparisons back to the baseline year. Utilizing a different vendor (and thereby a different reporting platform) could lead to inconsistencies thus making comparisons between communities difficult, raising questions about data quality, and limiting the ability to aggregate government GHG emissions data.

Recommendation:

Based on the information above, it is in the County's best interest to contract CLEO and ICLEI, separately, utilizing the CPRG to complete the aforementioned tasks and assist the County in reaching the goal to reduce GHG emission and air pollution without disrupting current research/development.

Procurement Contracting Officer: Patricia Valcour

Date: 09/01/2023

Procurement Contracting Manager: Pearl Bethel

Date: _____



STRATEGIC PROCUREMENT DEPARTMENT

Non-Competitive Acquisition Allocation Request Form

Section A To Be Completed by Strategic Procurement Department Personnel

Date _____

To _____
(Procurement Liaisons of client departments with allocations in current contract or pool)

From _____
(Procurement Contracting Officer Name; Phone and Email)

Subject _____
(Contract/Pool Number; Title of Contract/Pool; Term, From - To)

Due Date _____

It is the policy of Miami-Dade County to consistently purchase goods and services using full and open competition. The citizens of Miami-Dade County are best served through sound business decisions based on competitive solicitations. Early acquisition planning that includes consultation with Strategic Procurement Department staff can help avoid delays and facilitates effective market research. However, there may be instances when other than full and open competition may be justified. When a client department determines that other than full and open competition is necessary or in the best interest of the County, appropriate justification for such course of action must be submitted to Strategic Procurement Department for approval and execution to waive the competitive bid/proposal process. The provision of this form to a client department by Strategic Procurement Department does not constitute a recommendation, nor does it imply that such request will be substantiated by Strategic Procurement Department independent evaluation or authorized to proceed as a non-competitive acquisition.

Instructions: Complete and return document, with the appropriate attachments, by the due date to: _____

Section B - To Be Completed by Client Department

Please provide the information requested below to support the need and feasibility for waiving the competitive bid/proposal process:

Department:			
Project Manager Name:		Project Manager Phone Number:	
Requisition No.:		*Requested Allocation:	
Proposed Supplier/ Vendor:		Requested Contract Term:	
Funding Source:			
Will Federal funds be used to support the requested allocation: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Will PTP funds be used to support the requested allocation: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Previous Contract No.:	_____	Previous Contract Value:	_____

*Allocations may be proportionally adjusted should there be a change to contract term.



STRATEGIC PROCUREMENT DEPARTMENT

Purpose of the Purchase

Please describe the minimum requirements and the benefits of the non-competitive acquisition.



STRATEGIC PROCUREMENT DEPARTMENT

Best Interest of the County/Uniqueness of Product

Please provide a detailed description as to why a waiver of formal bidding is in the County's best interest (e.g., product standardization, compatibility, proprietary access, or distributorship, how vendor is uniquely qualified to provide the needed product or service, etc.). Please note that a lack of advance planning is not acceptable justification for a non-competitive acquisition.



STRATEGIC PROCUREMENT DEPARTMENT

Market Research

Please describe the market research findings. This should include a description of other, similar sources or products available in the market, if any, and why these are not acceptable.



STRATEGIC PROCUREMENT DEPARTMENT

Proposed Actions

Please describe the actions the department will take to mitigate the present barriers to competition prior to any future acquisitions of this product or service.

Department Director Name

Date Approved

Department Director Signature
