

**DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

ROID

New contract
 OTR
 CO
 SS
 BW
 Emergency
 Re-Bid
 Other

LIVING WAGE APPLIES: ___ YES NO

Requisition/Project No: **BW-9991-0/19 (ROID1800131)**

TERM OF CONTRACT: **1 YEAR**

Requisition/Project Title: **CONSULTING SERVICES FOR ISO 14001:2015, ENVIRONMENTAL MANAGEMENT SYSTEM**

Description: **Provision of consulting services for the development and implementation of an ISO 14001:2015, Environmental Management System.**

User Department: **ISD**

Issuing Department: **ISD / PM**

Contact Person: **Sophia Cunningham, 305-375-2179; Sophia.Cunningham@miamidade.gov**

Estimated Cost: **\$110,240**

Funding Source: **Internal Services Funds**

Revenue Generating: **N/A**

ANALYSIS

Commodity/Service No: 91843, 92045		SIC:	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input checked="" type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
	EXISTING	2ND YEAR	3RD YEAR
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): ___ Yes <input checked="" type="checkbox"/> No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: *Sophia Cunningham*

Date to DBD: **09/14/20118**

Date Returned to DPM: _____

SCOPE OF SERVICES

1. Background

The Internal Services Department (ISD) is seeking to establish a contract for consulting services for the development and implementation of an ISO 14001:2015, Environmental Management System (EMS) for its Fleet Management and Facilities Utilities & Maintenance Divisions. The projected term of this agreement shall be one (1) year. Services to be provided include, but are not limited to, assess existing conditions, develop and implement systems and processes with regards to ISO 14001:2015 standards, conduct training, and perform system evaluation through internal audit and management review.

The Fleet Management Division facilities include:

- Thirteen (13) Light Equipment Repair Shops
- Seven (7) Heavy Equipment Repair Shops
- One (1) New Vehicle Preparation & Assignment Facility; and
- Twenty-nine (29) Fleet Fueling locations

The Facilities Utilities and Maintenance Division comprises 31 Miami-Dade County buildings, including municipal offices, courthouses, the medical examiner building, and other miscellaneous County services facilities.

Currently, ISD operates under Safety Policies that are administered by the Office of Safety, Risk Management Division. Though the County follows multiple federal, state, and local rules and guidelines as required by law, there are no internal formal centralized existing written environmental policies. The creation of this centralized information resource, will be a core aspect of the EMS and are outlined in Task 2.

The benefits and goals of implementing the EMS are as follows:

- Control costs, conserve resources and energy, and reduce waste.
- Comply with regulations and (potentially) reduce incidents that result in liability claims.
- Adapt a holistic and consistent approach to environmental compliance issues.
- Establish efficient processes to improve environmental performance.
- Attain permits and authorizations for local trade and commerce more easily.
- Improve the department's image, and gain recognition and a competitive edge.
- Assure customers / stakeholders that ISD is a responsible corporate citizen.
- Demonstrate compliance with statutory and regulatory requirements.
- Increase stakeholder trust, and broaden opportunities.
- Improve employee engagement toward process improvement.

2. Tasks

The Contractor shall provide qualified management systems auditor personnel to perform the tasks listed below. In addition to the defined activities, the Vendor shall provide a status report for ISD Management review and the completion of each task. These reports shall be considered as part of the deliverables for each task.

Task 1. Initial Review

The Contractor shall conduct a review of ISD’s Fleet Management Division, and Facilities Utilities and Maintenance Divisions’ sites to establish operations and current positions with regard to environmental management. The goal of the review will be to identify environmental aspects of operations at the sites as a basis for establishing the EMS. The tools and methods for performing the review will be at the discretion of the Contractor; however, the following elements must be considered: interviews with site personnel and review of documents to obtain a clear understanding of the different products, processes, activities, waste streams; identification of purchasing, legal and other requirements, and evaluation of previous environmental emergencies and/or incidents.

Task 2. EMS Documentation

The Contractor shall design and develop appropriate EMS documentation including, but not limited to, an EMS policy manual, procedures, forms, process flow charts, and other related documents. The system will be designed to be housed on an electronic medium (i.e. SharePoint) in order to ensure consistency across multiple sites spanning the county. These must be tailored to the facts, circumstances and needs of ISD’s Fleet Management, and Facilities and Utilities Maintenance Divisions’ operations, and shall satisfy the requirements of the ISO 14001:2015 EMS Standard. The EMS documentation must address all criteria in the ISO 14001:2015 EMS Standard, including, but not limited to:

ISO 14001:2015, Environmental Management System
<ul style="list-style-type: none"> ▪ Leadership <ul style="list-style-type: none"> ○ Leadership and commitment ○ Environmental Policy ○ Organizational roles, responsibilities and authorities
<ul style="list-style-type: none"> ▪ Planning <ul style="list-style-type: none"> ○ Actions to address risks and opportunities ○ General ○ Environmental aspects ○ Compliance obligations ○ Planning action
<ul style="list-style-type: none"> ▪ Environmental objectives and planning to achieve them <ul style="list-style-type: none"> ○ Environmental objectives ○ Planning actions to achieve environmental objectives
<ul style="list-style-type: none"> ▪ Support <ul style="list-style-type: none"> ○ Resources ○ Competence ○ Awareness
<ul style="list-style-type: none"> ▪ Communication <ul style="list-style-type: none"> ○ General ○ Internal communication ○ External communication
<ul style="list-style-type: none"> ▪ Documented information <ul style="list-style-type: none"> ○ General ○ Creating and updating ○ Control of documented information
<ul style="list-style-type: none"> ▪ Operation <ul style="list-style-type: none"> ○ Operational planning and control ○ Emergency preparedness and response
<ul style="list-style-type: none"> ▪ Performance evaluation

<ul style="list-style-type: none"> ○ Monitoring, measurement, analysis and evaluation ○ Evaluation of compliance ○ Internal audit ○ Internal audit program ○ Management review
<ul style="list-style-type: none"> ▪ Improvement <ul style="list-style-type: none"> ○ General ○ Nonconformity and corrective action ○ Continual improvement

The Contractor shall prepare these documents in mutually agreed electronic form, so that they can be integrated into ISD's current EMS-applicable documentation with linkages, so that similar processes are seamlessly managed and executed without duplication. The Contractor shall provide one draft version of the EMS documentation to be submitted electronically for review by ISD. After consideration and incorporation of one round of appropriate comments on the draft EMS documents received from ISD, the Contractor shall finalize and submit an electronic copy of the EMS documents to the ISD EMS Coordinator. While the Contractor is required only to submit one set of documents, these documents must clearly delimitate any uniqueness within the submittal for each ISD operating Division. Unless otherwise mutually agreed in written communications, this final electronic version shall be submitted within 30 days of ISD approval of draft comments.

Task 3. Implementation, Planning and Training

As required, the Contractor shall provide guidance and assistance to ISD's EMS Coordinator to conduct the following implementation activities:

- Adopt the EMS policy;
- Establish EMS objectives, environmental programs; and
- Develop a detailed strategic EMS implementation plan integrated with the Fleet Management and Facilities, Utilities & Maintenance Divisions' operational goals.

During this implementation period, site-specific actions for the EMS may be added to the site-specific strategic EMS Implementation Plan, as appropriate. Following mutual agreement for any site-specific corrective actions and/or additions to the implementation plan, these activities will be performed by the ISD EMS Coordinator.

The Contractor, with the assistance of the ISD EMS Coordinator shall design and conduct EMS Awareness training for staff. Training will be conducted at ISD's facilities, and will be limited to three (3) sessions for a maximum of eight (8) hours. Training shall address the following at a minimum:

- An ISO 14001 overview;
- An outline of a proposed company implementation plan, schedule, scope, related roles and responsibilities;
- The basics of the implementation, checking, auditing and surveillance process;
- Identification, ranking of significant environmental aspects; and
- Compliance obligations

The training participants will comprise senior management, ISD ISO project team and other employees. ISD reserves the right to determine the number of participants per session. Upon completion of scheduled training sessions, the Contractor shall provide a Certificate of Completion for each attendee.

As part of the EMS implementation, all employees should undergo EMS Awareness training. The costs for facility-wide awareness training are not included as part of this proposal. The County accepts the responsibility for this additional training, and reserves the right to request additional services from the Contractor as described in Section 5 herein.

Task 4. Checking - Internal Auditing

To verify the effectiveness of the implemented EMS, the Contractor shall conduct internal EMS audits for the Fleet Management and Facilities, Utilities & Maintenance Divisions in the presence of the ISD ISO Project Team. The audits will be conducted in accordance with the requirements established under the EMS documentation developed by the Contractor. Upon completion of the audits, corrective action plans for the facilities will be developed and implemented with respect to any identified EMS nonconformities by the EMS Coordinator. The Contractor shall work in closely in tandem with the EMS Coordinator during the complete audit process.

Task 5. Management Review

When the initial EMS audit corrective action plans have been substantially completed, ISD Fleet Management and Facilities operations will hold its first Management Review meeting. This meeting will be conducted and evidenced by EMS records in accordance with applicable site EMS documentation.

3. ISD’s Responsibilities

ISD shall undertake the following:

1. Provide staff to fully participate in the process.
2. Provide all documents and materials to be reviewed, examined and evaluated. ISD will pay for any costs related to furnishing said materials.
3. Avail workspace for use by the Contractor’s personnel if required, and provide training venues.
4. Monitor the performance of the Contractor pursuant to the terms and conditions of the Contract, accepting completed work, and authorizing payment for services rendered based upon submission of invoices.

4. Deliverables

The Contractor shall provide the following deliverables:

TASK	Time Frame	Deliverables	Responsible
Task 1 – Initial Review	2 months from start date	Site visit & Interview schedule Summary of Document Review	Contractor/ISD ISO Project Team
Task 2 - EMS Documentation*	3 months	EMS Procedures, Documents and Forms EMS Electronic Shell	Contractor/ISD ISO Project Team
Task 3 - Implementation, Planning and Training	3 months	Revised EMS Procedures, Documents and Forms Evidence of Employee Trainings	Contractor/ISD ISO EMS Coordinator
Task 4 - Internal Auditing (includes site visit to perform internal audit)	1 month	Internal Audit Feedback Forms	Contractor/ISD ISO Project Team
Task 5- Management Review	1 month	Feedback Form on Implementation Performance/Progress Corrective Action Plans (as appropriate)	Contractor/ISD ISO Project Team

5. Additional Services

ISD reserves the right to request the Contractor to perform additional related services that may result from the referenced Tasks and/ or as may be requested by ISD. These additional services will be paid at the rates proposed in Appendix B, Price Schedule. Additional related services will be assigned through a Work Order and negotiated at the time of the Work Order request. Additional related services may include, but are not limited to facility-wide awareness training and audit registration support.

6. Payment Schedule

All payments are contingent upon the completion of the tasks and deliverables outlined in the Scope of Services. Completion of the services shall be measured as fulfillment of all services required, including submission to, and final acceptance by ISD of any deliverables. Invoices shall comport to the compensation terms of the Contract and will provide a description of the services performed. Any deliverables provided during the billing period shall also be described on the invoice, including a short statement of who the deliverable was provided to and the date it was provided.

