

# ISSUING DEPARTMENT INPUT DOCUMENT

## CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. EPPWORP-00313-7

Re-Bid   
  Other – Access of Other Entity Contract   
 LIVING WAGE APPLIES:  YES  NO

Requisition No./Project No.: EPPWORP-00313-8   
 TERM OF CONTRACT 1 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Disparity Study

Description:

Miami-Dade County (the “County”), as represented by the Miami-Dade Economic Advocacy Trust (MDEAT), is seeking to conduct a disparity study for further submission to the Board of County Commissioners. County Code of Ordinances, Article XLVIII, Section 2-506 (f).

Issuing Department: ISD   
 Contact Person: Natalya Vasilyeva   
 Phone: 305-934-5365

Estimate Cost: \$300,000

Funding Source:   
 GENERAL     
 FEDERAL     
 OTHER  

Proprietary  

### ANALYSIS

<b>Commodity Codes:</b>	<span style="border: 1px solid black; padding: 2px;">91875</span>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>
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.					
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>		
<b>Contractor:</b>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>		
<b>Small Business Enterprise:</b>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>		
<b>Contract Value:</b>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>		
<b>Comments:</b>	<span style="border: 1px solid black; padding: 2px;"> </span>				
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO					

### RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>

**Basis of Recommendation:**

<b>Signed:</b> <span style="border: 1px solid black; padding: 2px;">Natalya Vasilyeva</span>	<b>Date sent to SBD:</b> <span style="border: 1px solid black; padding: 2px;">12/30/2020</span>
	<b>Date returned to SPD:</b> <span style="border: 1px solid black; padding: 2px;"> </span>

## ATTACHMENT 1. SCOPE OF SERVICES

### 2.1. INTRODUCTION:

Miami-Dade County (the "County"), as represented by the Miami-Dade Economic Advocacy Trust (MDEAT), is seeking to conduct a disparity study for further submission to the Board of County Commissioners. County Code of Ordinances, Article XLVIII, Section 2-506 (f) dictates "The Trust shall conduct a disparity study that examines the present economic conditions of Blacks in Miami-Dade County. This study shall be conducted every ten (10) years and submitted to the Board".

The selected Proposer shall prepare a Miami-Dade County Disparity Study which will include the following Scope of Services. The Scope of Services details the various elements of the Study including the analytical framework, community engagement and study findings and recommendations for each policy area.

### A. Analytics

The secondary data collection aims to describe the status of the Black community of Miami-Dade County, over time and in comparison to other racial and ethnic groups. The data collection is geared towards providing a comprehensive, holistic analysis that connects the different indicators and speaks to the barriers and opportunities for community development. The Miami-Dade County Disparity Study includes, but is not limited to, the following data, analysis and information:

#### 1. Demographics

- Population by age, gender, race and ethnicity.
- Population growth trends.
- Population changes with an emphasis on recent shifts due to economic and housing conditions
- Household types by race and ethnicity.
- Household type by tenure

#### 2. Economic Development

- Median family, household and per capita income by race
- Persons living in poverty
- Children living in poverty
- Labor force
- Employment and unemployment rates
- Employment by occupation
- Employment by industry
- Transportation and commuter patterns
- Employment inflow and outflow

#### 3. Education

- Educational attainment
- Graduation rates
- Student retention
- Race/ethnic composition of the student population
- Student membership by race/ethnicity

- Full time administrative staff by race/ethnicity
- Full time instructional staff by race/ethnicity
- Attendance by race and ethnicity
- Student participation in advanced level courses by race
- Number of suspensions by race
- Student enrollment in FAMU, FAU, & FIU race/ethnic composition by area of study
- Student enrollment race/ethnicity by public university

#### 4. Housing

- Housing units by structure type
- Age and condition of housing
- Housing tenure by race and ethnicity
- Housing vacancies by tenure
- Median gross rents
- Median home values by housing type
- Cost-burdened households by tenure
- Foreclosure activity
- Lending activity
- Affordable housing construction activity
- Housing and transportation costs

#### 5. Criminal Justice

- Crime rates
- Juvenile crime rates
- Number of arrests
- Inmates by race
- Executions by race for the State of Florida
- Inmates on death row by race, Miami-Dade County

#### 6. Public Health

- Leading causes of death among blacks and non-Hispanic whites
- Infant mortality rates by race/ethnicity
- Causes of Death by county and race
- Birth weights
- HIV and AIDS incident by race and ethnicity, gender, age and exposure
- HIV deaths
- Obesity
- Health insurance coverage
- Health resources

**Deliverable#1:** Detailed report on the status of the Black community, highlighting changes over time and in comparison to other groups across the six topical areas

**Schedule:** This deliverable must be completed within XX days of the award of the Contract or on an agreed upon date between the selected Proposer and the County.

## B. Community Engagement

The development of relationships with minority communities to partner in the research process is critical for understanding areas of critical need and developing interventions that are compatible with this community. To that end, in collaboration with MDEAT, the selected Proposer will develop a community-based participatory research plan with the following elements:

- Identify census tracts and neighborhoods with a high concentration of Black/African American residents, using mapping technology, to enable targeted, place-based outreach.
- Identify neighborhood associations or umbrella organizations that represent the largest concentrations of Black/African-American residents. Some channels of communication include chambers of commerce, faith-based organizations, and community papers that are appropriate for outreach to target populations.
- Facilitate a **focus group** or organize **interviews** with community leaders. The focus group and/or interviews will identify the participants' concerns for their community in a particular area (e.g. health, education/learning, families, housing etc.), resources currently available in their community to address the problems identified, and barriers for accessing the services.
- Develop a **survey** collecting, at minimum, self-reported socio-economic characteristics and demographics; the most pressing needs and concerns; desired community services; barriers to accessing services. The survey will be administered countywide with African American/Black household and will be distributed using the appropriate probability sampling method via phone, mail, online or in person, in partnership with community-based organizations.
- Develop a **presentation** with the main findings by topical focus area, e.g. economic conditions, health disparities etc. Presentation will be used to inform and guide the discussion at community meetings.
- Identify up to 4 locations for **public meetings** with the targeted communities. Once meeting locations have been identified the selected Proposer will then work with established community organizations to advertise and promote the meetings through various media outlets. Members of the MDEAT staff will be available to assist the selected Proposer in these presentations. Sign-in sheets of meeting attendance will be maintained. The selected Proposer will create a data base of associations, contacts, meeting schedules.
- Organize two rounds of public meetings, with the first round aimed at informing the community of the research findings, and the second round focused on identifying strategies to address concerns and/or soliciting community feedback on proposed strategies.
- Develop information boards, hand-outs and other printed materials for the public meeting participants. Design electronic version of all materials for social media distribution.

**Deliverable#2:** Survey instrument, community organizations and partner list, outreach and promotional materials, presentation, survey report, community discussions reports.

**Schedule:** This deliverable must be completed within XX days of the award of the Contract or on an agreed upon date between the selected Proposer and the County.

## C. Key Findings and Recommendations

Based on the aforementioned analytics and community engagement process, the selected Proposer will summarize the key findings under each policy area and provide detailed policy recommendations to address the needs, challenges and opportunities within Miami-Dade County's Black community.

**Deliverable:** Policy Recommendations and Implementation Plan

**Schedule:** This deliverable must be completed within XX days of the award of the Contract or on an agreed upon date between the selected Proposer and the County.

### 2.2. WORK ORDER ASSIGNMENTS

When the need arises for additional services, the County will prepare a Work Order assignment and provide the selected Proposer with information regarding the specific needs for the additional services. All additional services to be performed under any contract, as a result of this Solicitation, requires that the County will issue a Work Order. The County, at its sole discretion, may modify, suspend, or cancel the Work Order at any time and shall only pay for work actually performed by the selected Proposer.

### 2.3. PAYMENT SCHEDULE

All payments are contingent upon the completion of tasks and deliverables outlined in this Solicitation. Completion of the services shall be measured as fulfillment of all services required, including submission to, and final acceptance by the County of any deliverable for the action unless otherwise negotiated. Invoices shall conform to the compensation terms of this Solicitation or issued Work Order and will provide a short 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.

- a) Payment will be paid upon completion, defined as the completion of the tasks and deliverables outlined in Attachment 1, Scope of Services, and the acceptance of the final deliverables by the County's representative.
- b) The selected Proposer shall submit, when it pertains to an issued work order, a monthly invoice for services rendered. The invoice should be submitted by the 10<sup>th</sup> day of the month for activities completed in the prior month. The final invoice should be submitted within 15 days of the conclusion of the Work Order.