

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No.

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

Requisition No./Project No.: EVN0000360 FB-02057-1
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Personnel Technician

Description: As per FB-02057 Contract Employee Services under Section 2.16, job classifications may be added to the contract at the option of the County. SPD is issuing an ITQ on behalf of MDCR, adding the Personnel Technician position to the existing contract.

Issuing Department: SPD
 Contact Person: Prisca Tomasi
 Phone: (305) 375-1075

Estimate Cost: \$239,200

Funding Source:
 GENERAL X
 FEDERAL
 OTHER

ANALYSIS

Commodity Codes:	96269				
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:	See enclosed roadmap.				
Small Business Enterprise:					
Contract Value:	\$93,233,850				
Comments:	N/A				

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				

Basis of Recommendation:

Signed: Prisca Tomasi	Date sent to SBD: 01/06/2023
	Date returned to SPD:



INVITATION TO QUOTE (ITQ)

PART I. ITQ OVERVIEW AND GENERAL TERMS AND CONDITIONS

A. Information

Event No.: EVN0000360
Event Title: FB-02057-1 Personnel Technician
This ITQ is issued pursuant to Miami-Dade County Contract No. FB-02057 Contract Employee Services
<p>Bids are to be submitted electronically through a secure mailbox via the Integrated Financial Resources Management System (INFORMS) (https://supplier.miamidade.gov) until the date and time indicated in the INFORMS Solicitation End Date published in INFORMS and in this Solicitation document. It is the sole responsibility of the Bidder to ensure that its Bid is in INFORMS before the solicitation deadline. There is no cost to the Bidder to submit a Bid for a Miami-Dade County solicitation via INFORMS. Electronic submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.</p> <p>For information concerning this Solicitation, use the question/answer feature provided within the Solicitation by INFORMS at https://supplier.miamidade.gov. Questions of a material nature must be received prior to the date and time of the INFORMS Solicitation Question & Answer End Date specified in the Solicitation. Material changes, if any, to the Solicitation will be made only by written addendum. (See Mandatory Online Forms and Addendum Acknowledgement section of INFORMS site).</p> <p>Bidders must allow sufficient time to complete online forms and upload all bid documents. All information and documents must be fully entered, uploaded, acknowledged (“Confirm”) and recorded into INFORMS before the date and time of the INFORMS Solicitation End Date, or the system will stop the process and the submission will be considered late and will not be accepted.</p> <p>No part of a Bid can be submitted by hardcopy, email or fax. Suppliers/Vendors are encouraged to access the links below to assist with submission of responses to the Solicitation.</p> <p>Recorded eSupplier Workshop https://www.miamidade.gov/global/news-item.page?Mduid_news=news1652724628268780 Password: q37%t+pG</p> <p>Submit a Bid Job Aid https://www.miamidade.gov/technology/library/informs/job-aid/submit-a-bid.pdf</p>
County Department: Strategic Procurement Department
Department Contact: Prisca Tomasi E-Mail: prisca.tomasi@miamidade.gov
<p>Method of Award: Award of this Contract will be made in accordance with FB-02057 Section 2, Paragraph 2.4, titled Method of Award, to the three (3) lowest responsive, responsible Bidders.</p>



INVITATION TO QUOTE (ITQ)

B. Instruction to All Bidders

- Section 1, General Terms and Conditions of Miami-Dade County (County) shall apply to all resultant Contracts from this ITQ. This Section is available on demand at the County’s Strategic Procurement Department’s (SPD) webpage: <https://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r22-3.pdf>
General Terms and Conditions of Section 1 are non-negotiable.
- Pursuant to Section 2-11.1 (t) of the Code of Miami-Dade County, as amended, a “**Cone of Silence**” is imposed upon issuance of this ITQ after advertisement and terminates at the time a written recommendation is issued.

PART II. ADDITIONAL TERMS

The terms and conditions of Contract Number FB-02057 are applicable to this Invitation to Quote (ITQ).

The Strategic Procurement Department shall issue an award under this solicitation. The Successful Bidders shall not honor any requests for performance until the Strategic Procurement Department has made an award.

1. Pricing

The position will be awarded to the three (3) lowest priced responsive, responsible vendors on a line-item basis, meeting the minimum bill rate. While the award will be made to multiple vendors by line item to assure availability, the lowest priced vendor for the line item will be given the opportunity to perform as appropriate to meet the County’s needs. Price must be submitted via INFORMS only. Details regarding estimated hours and minimum bill rate are shown below:

Position	Estimated Hours	Minimum Bill Rate	Rate per Hour
Personnel Technician	10,400	\$23.00	Submit via INFORMS

- Small Business Enterprise (SBE)** (As provided by the Small Business Development Division)
- Wage Requirements** (As provided by the Small Business Development Division)

Living Wage does apply to the Personnel Technician position.

PART III. JOB CLASSIFICATION FOR PERSONNEL TECHNICIAN (GROUP 1 – NON-FEDERALLY FUNDED)

1. MINIMUM QUALIFICATIONS:

High school diploma or GED. Two years of advanced clerical experience processing and maintaining personnel or payroll records are required. Completion of college coursework may substitute for the required experience on a year-for-year basis.

2. NATURE OF WORK:

This is technical work assisting a professional or administrative superior in departmental personnel administration. Responsibilities include conducting preliminary interviews of applicants for employment, coordinating payroll related activities,



INVITATION TO QUOTE (ITQ)

advising supervisors and employees regarding personnel policies and procedures, and assisting in a variety of specialized personnel administration work. Supervision is received from a professional or administrative superior who assigns work, assists with difficult problems and evaluates performance for technical quality, thoroughness and timely progress of work.

3. ILLUSTRATIVE TASKS:

Assists in interviewing applicants for initial employment or for promotional positions; evaluates applicants experience and training for adherence to minimum requirements; refers prospective employees to departmental hiring authorities for employment consideration and makes recommendations for selection or rejection; processes new employees for appointment in accordance with established procedures. Serves as a departmental contact person for payroll related matters; provides information, resolves problems, and receives and responds to inquiries; coordinates work between departmental office and field operations, and the centralized personnel-payroll system; prepares and reviews the preparation of various personnel and payroll documents; assures accuracy of information and timely submission. Maintains departmental table of organization; records changes such as transfers, demotions and status changes to insure availability of accurate information. Confers with and provides information to supervisors and employees concerning established procedure and policy requirements in the selection of employees from eligible lists, leave requests, overtime authorizations, group insurance, employee transfers and promotions, and other personnel related transactions and functions.

4. KNOWLEDGE, ABILITIES, AND SKILLS:

Considerable knowledge of specific regulations and procedures relating to preparation and maintenance of personnel actions, records, and reports. Considerable knowledge of departmental organization and operations as related to personnel administration activities and requirements. Knowledge of basic interviewing techniques applicable to employment selection. Knowledge of personnel rules, regulations, and procedures specified in county statutes, codes, and administrative orders. Some knowledge of civil service employment rules and regulations. Ability to interpret and explain personnel rules and regulations. Ability to establish and maintain effective working relationships with supervisors, employees, the public, and staff members. Ability to work accurately with numerical data. Ability to communicate effectively, verbally, and in writing.