

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

<input checked="" type="checkbox"/>	<u>New contract</u>	<input type="checkbox"/>	<u>OTR</u>	<input type="checkbox"/>	<u>CO</u>	<input type="checkbox"/>	<u>SS</u>	<input type="checkbox"/>	<u>BW</u>	<input type="checkbox"/>	<u>Emergency</u>	N/A
<input type="checkbox"/>	<u>Re-Bid</u>	<input type="checkbox"/>	<u>Other (Government Access)</u>	LIVING WAGE APPLIES: __ YES <u> x </u> NO								

Requisition/Project No: PA-0218-A-2

TERM OF CONTRACT: 5 years with 2, 5year OTRs

Requisition/Project Title:- Property Appraiser Computer Aided Mass Appraisal System (CAMA)

Description: The objective of this solicitation is to establish a contract with a qualified vendor that can provide a computer aided mass appraisal system for the PA. The new system will operate the PA's daily operations as it will replace the current CAMA system.

The proposed System shall be inclusive of all software licenses, implementation, configuration, testing, planning, data migration, documentation, training, and subsequent software maintenance and support services throughout the term of the resultant contract.

User Department(s): Office of the Property Appraiser

Issuing Department: Office of the Property Appraiser Contact Person: JC Romano Phone: 305-375-4262

Estimated Cost: \$3,800,000 Funding Source: General Funds REVENUE GENERATING: N/A

ANALYSIS

Commodity/Service No: <u>205-56</u>			
Trade/Commodity/Service Opportunities			
<small>Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <u>XXX</u> if this is a New Contract/Purchase with no Previous History The PA has had the current CAMA contract for the last 15 years.</small>			
<u>EXISTING (1st term & OTR 1)</u>		<u>OTR 2</u>	<u>OTR 3</u>
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): <u> </u> Yes <u> </u> No			

RECOMMENDATIONS

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

Basis of Recommendation:

Signed: JC Romano Date to SBD: 3/16/2018

Date Returned to PM:

REQUEST FOR PROPOSALS (PA-RFP) No. ~~1217A0218-3A-2~~

FOR

**Property Appraiser Spatial Analysis Software Services Computer Aided
Mass Appraisal System**

PRE-PROPOSAL CONFERENCE TO BE HELD:

~~January 30,~~ 2018 at 10:30 AM (local time)
111 NW 1st Street, 9th floor, Conference Room 1 East, Miami, Florida

ISSUED BY MIAMI-DADE COUNTY OFFICE OF THE PROPERTY APPRAISER

Administration Division

for

Property Appraiser's Information Services and Field Services Divisions

COUNTY CONTACT FOR THIS SOLICITATION:

Name and Title: J.C. Romano, CPPB Property Appraiser Procurement Manager

Address: 111 NW 1st Street, Suite 710, Miami, Florida 33128

Telephone: (305) 375-4262

E-mail: jromano@miamidade.gov

PROPOSALS ARE DUE AT THE CLERK OF THE BOARD NO LATER THAN:

~~February 14,~~ 2018 at 2:00 PM (local time)

at

OFFICE OF THE PROPERTY APPRAISER

Stephen P. Clark Center

111 NW 1st Street, 7th Floor, Suite 710

Miami, Florida 33128-1983

The Office of the Property Appraiser's business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Additionally, the Office of the Property Appraiser's is closed on holidays observed by the County.

All proposals received and time stamped by the Office of the Property Appraiser's prior to the proposal submittal deadline shall be accepted as timely submitted. The circumstances surrounding all proposals received and time stamped by the Office of the Property Appraiser's after the proposal submittal deadline will be evaluated by the PA in consultation with the County Attorney's Office to determine whether the proposal will be accepted as timely. Proposals will be opened promptly at the time and date specified. The responsibility for submitting a proposal on or before the stated time and date is solely and strictly the responsibility of the Proposer. The PA will in no way be responsible for delays caused by mail delivery or caused by any other occurrence. All expenses involved with the preparation and submission of proposals to the PA, or any work performed in connection therewith, shall be borne by the Proposer(s).

A Proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the proposal due date. The County will only consider the latest version of the proposal. For competitive bidding opportunities available, please visit the County's Internal Services Department website at: <http://www.miamidade.gov/procurement/>.

Requests for additional information or inquiries must be made in writing and received by the PA's contact person for this Solicitation. The PA will issue responses to inquiries and any changes to this Solicitation it deems necessary in written addenda issued prior to the proposal due date. Proposers who obtain copies of this Solicitation from sources

other than the County's Internal Services Department website at www.miamidade.gov/dpm or the PA Procurement Unit risk the possibility of not receiving addenda and are solely responsible for those risks.

1.0 PROJECT OVERVIEW AND GENERAL TERMS AND CONDITIONS

1.1 Introduction

~~The Miami-Dade County Property Appraiser (PA) is a State of Florida constitutional officer responsible for assessing all Real and Tangible Personal Property in Miami-Dade County. The PA is seeking a highly configurable Computer Aided Mass Appraisal (CAMA) system that meets the State of Florida's requirements for ad valorem assessments. Proposers should submit proposals of their system and any additional software as deemed appropriate that fulfill the PA's requirements.~~

~~The Miami-Dade County Office of the Property Appraiser (PA) has the fundamental duty of producing values (fair market and taxable) for all property (real and tangible personal) and delivering to the Tax Collector the extended taxable value for each parcel. The functions of PA are subject to review and approval by the Florida Department of Revenue (DOR). Miami-Dade has approximately one million (1M) real estate parcels and one hundred and thirty thousand (130K) tangible personal property accounts within its jurisdiction.~~

~~The PA anticipates awarding a the contract becoming effective on the Contract Date, and shall include providing system implementation within six months, technical support and maintenance for seven (7) years with the first year of maintenance and technical support being the warranty period. The PA may, at its sole discretion, extend the maintenance and technical support for two (2) additional five (5) year options to renew for a three year period, with two, three year options to renew, at the PA's sole discretion.~~

The anticipated schedule for this Solicitation is as follows:

Solicitation issued:	January 19, 2018
Pre-Proposal Conference:	See front cover for date, time and place. Attendance is recommended but not mandatory. If you need a sign language interpreter or materials in accessible format for this event, please call the ADA Coordinator at (305) 375- 2043 2936 or email Charalambos.Flevaris@miamidade.gov hjrwig@miamidade.gov at least five days in advance.
Deadline for receipt of questions:	February 7, 2018
Proposal due date:	See front cover for date, time and place.
Evaluation process:	February-March 2018
Projected award date:	April 4, 2018

1.2 Definitions

The following words and expressions used in this Solicitation shall be construed as follows, except when it is clear from the context that another meaning is intended:

1. The word "Contractor" to mean the Proposer that receives any award of a contract ~~from the~~ as a result of this Solicitation, also to be known as "the prime Contractor".
2. The word "County" to mean Miami-Dade County, a political subdivision of the State of Florida.
3. The word "Proposer" to mean the person, firm, entity or organization, as stated on Form A-1, submitting a response to this Solicitation.
4. The words "Scope of Services" to mean Section 2.0 of this Solicitation, which details the work to be performed by the Contractor.
5. The word "Solicitation" to mean this Request for Proposals (RFP) or Request for Qualifications (RFQ) document, and all associated addenda and attachments.

6. The word "Subcontractor" to mean any person, firm, entity or organization, other than the employees of the Contractor, who contracts with the Contractor to furnish labor, or labor and materials, in connection with the Services to the County, whether directly or indirectly, on behalf of the Contractor.
7. The words "Work", "Services", "Program", or "Project" to mean all matters and things that will be required to be done by the Contractor in accordance with the Scope of Services and the terms and conditions of this Solicitation.

1.3 **General Proposal Information**

The PA may, at its sole and absolute discretion, reject any and all or parts of any or all responses; accept parts of any and all responses; further negotiate project scope and fees; postpone or cancel at any time this Solicitation process; or waive any irregularities in this Solicitation or in the responses received as a result of this process. In the event that a Proposer wishes to take an exception to any of the terms of this Solicitation, the Proposer shall clearly indicate the exception in its proposal. No exception shall be taken where the Solicitation specifically states that exceptions may not be taken. Further, no exception shall be allowed that, in the County's sole discretion, constitutes a material deviation from the requirements of the Solicitation. Proposals taking such exceptions may, in the County's sole discretion, be deemed nonresponsive. The PA reserves the right to request and evaluate additional information [after the submission deadline](#) from any respondent regarding respondent's responsibility ~~after the submission deadline~~ as the PA deems necessary.

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. A proposal may be withdrawn in writing only, addressed to the PA contact person for this Solicitation, prior to the proposal due date or upon the expiration of 180 calendar days after the opening of proposals.

Proposers are hereby notified that all information submitted as part of, or in support of proposals will be available for public inspection after opening of proposals, in compliance with Chapter 119, Florida Statutes, popularly known as the "Public Record Law". The Proposer shall not submit any information in response to this Solicitation which the Proposer considers to be a trade secret, proprietary or confidential. The submission of any information to the PA in connection with this Solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to Proposer. In the event that the Proposer submits information to the PA in violation of this restriction, either inadvertently or intentionally, and clearly identifies that information in the proposal as protected or confidential, the PA may, in its sole discretion, either (a) communicate with the Proposer in writing in an effort to obtain the Proposer's written withdrawal of the confidentiality restriction or (b) endeavor to redact and return that information to the Proposer as quickly as possible, and if appropriate, evaluate the balance of the proposal. Under no circumstances shall the PA request the withdrawal of the confidentiality restriction if such communication would in the County's sole discretion give to such Proposer a competitive advantage over other proposers. The redaction or return of information pursuant to this clause may render a proposal non-responsive.

Any Proposer who, at the time of proposal submission, is involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Proposer under federal bankruptcy law or any state insolvency law, may be found non-responsive. To request a copy of any ordinance, resolution and/or administrative order cited in this Solicitation, the Proposer must contact the Clerk of the Board at (305) 375-5126.

1.4 **Cone of Silence**

Pursuant to Section 2-11.1(t) of the Miami-Dade County Code, as amended, a "Cone of Silence" is imposed upon each RFP or RFQ after advertisement and terminates at the time a written recommendation is issued. The Cone of Silence prohibits any communication regarding RFPs or RFQs between, among others:

- potential Proposers, service providers, lobbyists or consultants **and** the County's professional staff including, but not limited to, the Property Appraiser/County Mayor and the Property Appraiser/County Mayor's staff, County Commissioners or their respective staffs;
- the County Commissioners or their respective staffs **and** the County's professional staff including, but not limited to, the Property Appraiser/County Mayor and the Property Appraiser/County Mayor's staff; or

- potential Proposers, service providers, lobbyists or consultants, any member of the County's professional staff, the Property Appraiser, Mayor, County Commissioners or their respective staffs **and** any member of the respective selection committee.

The provisions do not apply to, among other communications:

- oral communications with the staff of the Vendor Services Section, the responsible Procurement Contracting Officer, provided the communication is limited strictly to matters of process or procedure already contained in the solicitation document;
- oral communications at pre-proposal conferences and oral presentations before selection committees during any duly noticed public meeting, public presentations made to the Board of County Commissioners during any duly noticed public meeting;
- recorded contract negotiations and contract negotiation strategy sessions; or
- communications in writing at any time with any eCounty employees, official or member of the Board of County Commissioners unless specifically prohibited by the applicable RFP or RFQ documents.

When the Cone of Silence is in effect, all potential vendors, service providers, bidders, lobbyists and consultants shall file a copy of any written correspondence concerning the particular RFP or RFQ with the Clerk of the Board, which shall be made available to any person upon request. The PA shall respond in writing (if PA deems a response necessary) and file a copy with the Clerk of the Board, which shall be made available to any person upon request. Written communications may be in the form of e-mail, with a copy to the Clerk of the Board at clerkbcc@miamidade.gov.

1.5 Public Entity Crimes

Pursuant to Paragraph 2(a) of Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal for a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and, may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

1.6 Lobbyist Contingency Fees

- a) In accordance with Section 2-11.1(s) of the Code of Miami-Dade County, after May, 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.
- b) A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependent on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the PA or committee; or 3) any action, decision or recommendation of any PA/County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the Property Appraiser.

1.7 Collusion

In accordance with Section 2-8.1.1 of the Code of Miami-Dade County, where two (2) or more related parties, as defined herein, each submit a proposal for any contract, such proposals shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership, control and management of such related parties in preparation and submittal of such proposals. Related parties shall mean Proposer or the principals thereof which have a direct or indirect ownership interest in another Proposer for the same contract or in which a parent company or the principals thereof of one Proposer have a direct or indirect ownership interest in another Proposer for the same contract. Proposals found to be

collusive shall be rejected. Proposers who have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred, and any contract resulting from collusive bidding may be terminated for default.

Living Wages

~~Proposers are advised that the provisions of Section 2-8.9 of the Code of Miami-Dade County (also known as the Living Wage Ordinance) will apply to any contract(s) awarded pursuant to this Solicitation. By submitting a proposal, a Proposer is hereby agreeing to comply with the provisions of Section 2-8.9 of the Code of Miami-Dade County, and to acknowledge awareness of the penalties for non-compliance. The Contractor shall provide compensation equal to or exceeding the Living Wage benefits, as specified in Section 2.11, Compensation, and in Attachment 1, Supplemental General Information.~~

2.0 SCOPE OF SERVICES

2.1 INTRODUCTION/BACKGROUND

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The Miami-Dade County Property Appraiser (PA) is a State of Florida constitutional officer responsible for assessing all Real and Tangible Personal Property in Miami-Dade County. The PA is seeking a highly configurable Computer Aided Mass Appraisal (CAMA) system that meets the State of Florida's requirements for ad valorem assessments. Proposers should submit proposals of their system and any additional software as deemed appropriate that fulfill the PA's requirements.

All proposed system applications shall comply with the laws of Florida and the administrative requirements of the Florida Department of Revenue.

The PA's current technical portfolio consists of a CAMA system from Thomson Reuters (CustomCAMA) running its backend services on an IBM AIX/Oracle platform. The system has been in production since 2008. The PA leverages an existing Environmental Systems Research Institute (ESRI) GIS system from Miami-Dade County for mapping and geographical spatial analysis. In addition, the PA is transitioning to services from Miami-Dade County for its enterprise document content repository using Documentum. There are several sub-systems and interfaces that have been built around the current CAMA system to fulfill the business needs of the office.

2.2 REQUIREMENTS AND SERVICES TO BE PROVIDED

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The selected Proposer shall provide the following:

- A replacement CAMA systems that meets or exceeds the functionality of the PA's current system, enables the PA to meet its statutory requirements, provides a secure platform for confidential information, provides the means to create/define user defined fields, provides the opportunity to streamline business operations, allows the retiring of supplementary sub-systems, and provides an open platform for the PA staff to configure and/or make system modifications to meet future needs.
- All vendor software and licensing for the proposed solution, including any third-party software and/or components required. Licensing for the client and server operating system software (i.e. Microsoft Windows and Microsoft Windows Server) and database software (i.e. Microsoft SQL or Oracle) shall be provided by the PA, unless vendor can provide a more cost-effective option.
- Pre-Implementation professional services required to perform the following: define hardware requirements, document requirement, perform data conversion, data cleansing, software configuration, customization, conduct system testing and training, and provide status report in preparation to implement the system.
- Post-Implementation professional services to support Go-Live measures, post-implementation tasks, fine tune performance issues, define system backups and recovery tasks, system support and maintenance, and provide status report.

2.1 — Background

The PA has the fundamental duty of producing values (fair market and taxable) for all property (real and tangible personal) and delivering to the Tax Collector the extended taxable value for each parcel. The functions of PA are subject to review and approval by the Florida Department of Revenue (DOR). Miami-Dade has approximately one million (1M) real estate parcels and one hundred and thirty thousand (130K) tangible personal property accounts within its jurisdiction.

~~The PA performs the functions of appraisal and assessment of real and tangible personal property in accordance with the Florida Statutes, Miami-Dade County ordinances, administrative orders, and implementing rules, and the Florida Department of Revenue Rules and Regulations, Directives and Opinions.~~

~~Objective~~

~~The objective of this solicitation is to establish a contract with a qualified vendor that can provide a spatial analysis software tool(s) and professional services to facilitate data analysis and cleanup to support the PA business duties. The PA may accept any variation from the specifications if the changes are found to be in the best interest of the PA. The intent of the PA is to provide the best product and service available to the public.~~

~~The following specifications are intended to provide a basic description and requirements for services required for this project. Based on the proposer's solution additional requirements and services may be identified in the final contract.~~

~~2.1 The PA anticipates that the proposed software functionality will comply with the following:~~

- ~~2.1.0 Provide a solution that will allow the PA to perform review and identify data anomalies in a highly effective and productive manner fulfilling its statutorily mandated functions~~
- ~~2.1.0 Provide a solution which will allow the PA to accurately model and understand it's data graphically using a geographical information system (GIS).~~
- ~~2.1.0 Provide the ability to visualize and review data on a GIS map.~~
- ~~2.1.0 Provide market valuations based on mass regression.~~
- ~~2.1.0 Provide market valuations based on comparable sales analysis.~~
- ~~2.1.0 Provide use property attributes, comparable and location to create the most accurate market values.~~
- ~~2.1.0 Provide a Multiple Regression Analysis.~~
- ~~2.1.0 Provide sales ratio analysis.~~
- ~~2.1.0 Provide the ability to generate comparable properties.~~
- ~~2.1.0 Provide a means to identify non-conforming parcels and flagged them for a follow up detailed verification by the PA staff.~~
- ~~2.1.0 Provide a means to export non-confirming parcels into a comma separated value (CSV) or Microsoft Excel format file.~~

~~2.1 The PA anticipates that the software operating environment will comply with the following:~~

- ~~2.1.0 Shall work in a Microsoft Windows 7 and 10 environments.~~
- ~~2.1.0 If browser based, must work the latest version of Internet Explorer, Chrome, and Edge.~~
- ~~2.1.0 If local data is stored, must conform with Microsoft file structure and store user data in the correct folder or have the ability to define where local data/preferences are to be stored.~~
- ~~2.1.0 Should not require end-user to have administrative privileges to the computer.~~
- ~~2.1.0 Server operating environment is Microsoft Server 2016 Microsoft SQL Server 2016.~~

2.2 The selected Proposer should include the following software integration:

- ~~2.2.0 If direct integration with the PA's systems is not available, the proposed solution must account for a means to refresh or keep the data synchronized daily with the PA systems (e.g. CAMA, GIS).~~
- ~~2.2.0 Provide single sign-on capability integration via Microsoft Active Directory~~
- ~~2.2.0 Provide a means to integrate Ortho imagery (Pictometry) on the GIS map.~~
- ~~2.2.0 Provide a means to integrate various PA affiliated applications (ILookAbout street level imagery, Google street level imagery, and Pictometry Connect oblique imagery).~~
- ~~2.2.0 Provide a methodology that will seamlessly integrate the Proposer's solution and the PA's Computer Assisted Mass Appraisal (CAMA) System, Miami-Dade County's Geographic Information Systems running ESRI software, and future applications within open environment architecture.~~

2.2 The selected Proposer shou provide the following training and support:

- ~~2.2.0 Provide remote and onsite end-user and technical training.~~
- ~~2.2.0 Provide staff and professional services required to perform the Scope of Services as stated herein and provide continued support throughout the term of the contract.~~
- ~~2.2.0 Each component of the Proposer's solution may stand alone or be a module of a larger more comprehensive system, but it is expected that all components shall interface with one another seamlessly and with other existing systems being used by the PA.~~
- ~~2.2.0 Provide technical support of its product during the PA's business hours (8:00 AM — 6PM Eastern Standard Time).~~
- ~~2.2.0 Provide all support to successfully complete training, user acceptance testing, and final implementation.~~

2.2 Maintenance and Additional Services:

~~The selected Proposer shall provide all maintenance services for the proposed System throughout the term of the contract, including any optional renewal periods. At a minimum, maintenance services shall include updates and upgrades to the proposed System. Maintenance services on the software shall include corrections of any substantial defects, fixes of any minor bugs, and fixes due to any conflicts with mandatory operating system security patches as well as upgrades to new version releases. Scheduled System upgrades must be scheduled and completed during the customary approved maintenance windows: PA's business hours (8:00 AM — 5PM Eastern Standard Time).~~

~~In the proposal, identify any additional products and professional services that the PA may incorporate to achieve a highly effective and efficient solution.~~

3.0 RESPONSE REQUIREMENTS**3.1 Submittal Requirements**

In response to this Solicitation, Proposer should **return the entire completed Proposal Submission Package** (see attached). Proposers should carefully follow the format and instructions outlined therein. All documents and information must be fully completed and signed as required.

The proposal shall be written in sufficient detail to permit the PA to conduct a meaningful evaluation of the proposed services. However, overly elaborate responses are not requested or desired.

4.0 EVALUATION PROCESS

4.1 Review of Proposals for Responsiveness

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in this Solicitation. A responsive proposal is one which follows the requirements of this Solicitation, includes all documentation, is submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the proposal being deemed non-responsive.

4.2 Evaluation Criteria

Proposals will be evaluated by an ~~an Evaluation/Selection Committee~~ Review Team, which will evaluate and rank proposals on criteria listed below. The ~~Review Team~~ Evaluation/Selection Committee will be comprised of appropriate PA/County personnel and members of the community, as deemed necessary, with the appropriate experience and/or knowledge, striving to ensure that the ~~Review Team~~ Evaluation/Selection Committee is balanced with regard to both ethnicity and gender. The criteria are itemized with their respective weights for a maximum total of one hundred (100) points per ~~Review Team~~ Evaluation/Selection Committee member.

Technical Criteria

Points

- | | |
|---|-----------------|
| 1. Proposer's relevant experience, qualifications, capabilities and past performance.
<u>And past performances in providing this type of services</u> | 230 |
| 2. Relevant experience and qualifications of key personnel, including key personnel of subcontractors, that will be assigned to this project, and experience and qualifications of subcontractors | 1020 |
| 3. Proposer's approach to providing the services requested in this Solicitation | 430 |
| 4. System Functionality: Proposer's capability to meet the functional and technical specifications described in this Solicitation, together with an evaluation of how well it matches the Proposer's understanding of the PA's needs described in Section 2.0 of this Solicitation.
<u>Functional Requirements as define in Exhibit 1</u> | 2035 |

Price Criteria

Points

- | | |
|---|-----------------|
| 5. Proposer's proposed price will be evaluated based on the proposed System and overall best value to the County <u>PA</u> | 4510 |
|---|-----------------|

4.3 Oral Presentations

Upon completion of the technical criteria evaluation indicated above, rating and ranking, the ~~Review Team~~ Evaluation/Selection Committee may choose to conduct an oral presentation with the Proposer(s) which the ~~Review Team~~ Evaluation/Selection Committee deems to warrant further consideration based on, among other considerations, scores in clusters and/or maintaining competition. (See **Form A-2** regarding registering speakers in the proposal for oral presentations.) Upon completion of the oral presentation(s), the ~~Review Team~~ Evaluation/Selection Committee will re-evaluate, re-rate and re-rank the proposals remaining in consideration based upon the written documents combined with the oral presentation.

4.4 Selection Factor (pending approval)

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This Solicitation includes a selection factor for Miami-Dade County Certified Small Business Enterprises (SBE's) as follows. A SBE/Micro Business Enterprise is entitled to receive an additional ten percent (10%) of the total technical evaluation points on the technical portion of such Proposer's proposal. An SBE/Micro Business Enterprise must be certified by Small Business Development for the type of goods and/or services the Proposer provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-2378 or access <http://www.miamidade.gov/business/business-certification-programs-SBE.asp>. The SBE/Micro Business Enterprise must be certified by proposal submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.

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4.5 Local Certified Service-Disabled Veteran's Business Enterprise Preference

This Solicitation includes a preference for Miami-Dade County Local Certified Service-Disabled Veteran Business Enterprises in accordance with Section 2-8.5.1 of the Code of Miami-Dade County. A VBE is entitled to receive an additional five percent (5%) of the total technical evaluation points on the technical portion of such Proposer's proposal. If a Miami-Dade County Certified Small Business Enterprise (SBE) measure is being applied to this Solicitation, a VBE which also qualifies for the SBE measure shall not receive the veteran's preference provided in this section and shall be limited to the applicable SBE preference.

4.6 Price Evaluation

The price proposal will be evaluated subjectively in combination with the technical proposal, including an evaluation of how well it matches Proposer's understanding of the PA's needs described in this Solicitation, the Proposer's assumptions, and the value of the proposed services. The pricing evaluation is used as part of the evaluation process to determine the highest ranked Proposer. The PA reserves the right to negotiate the final terms, conditions and pricing of the contract as may be in the best interest of the County.

4.7 Local Preference

The evaluation of competitive solicitations is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal or state law, or any other funding source requirements, provides that preference be given to local businesses. If, following the completion of final rankings by the Competitive Selection Committee a non-local Proposer is the highest ranked responsive and responsible Proposer, and the ranking of a responsive and responsible local Proposer is within 5% of the ranking obtained by said non-local Proposer, then the Competitive Selection Committee will recommend that a contract be negotiated with said local Proposer.

4.8 Negotiations

The ~~Review Team~~[Evaluation/Selection Committee](#) will evaluate, score and rank proposals, and submit the results of their evaluation to the Property Appraiser or designee with their recommendation. The Property Appraiser or designee will determine with which Proposer(s) the PA shall negotiate, if any, taking into consideration the Local Preference Section above. In his sole discretion, the Property Appraiser or designee may direct negotiations with the highest ranked Proposer, negotiations with multiple Proposers, or may request best and final offers.

Notwithstanding the foregoing, if the PA and said Proposer(s) cannot reach agreement on a contract, the PA reserves the right to terminate negotiations and may, at the Property Appraiser's or designee's discretion, begin negotiations with the next highest ranked Proposer(s). This process may continue until a contract acceptable to the PA has been executed or all proposals are rejected. No Proposer shall have any rights against the PA arising from such negotiations or termination thereof.

Any Proposer recommended for negotiations shall complete a Collusion Affidavit, in accordance with Sections 2-8.1.1 of the Miami-Dade County Code. (If a Proposer fails to submit the required Collusion Affidavit, said Proposer shall be ineligible for award.)

Any Proposer recommended for negotiations may be required to provide to the County:

- ~~b)(1)~~ Its most recent certified business financial statements as of a date not earlier than the end of the Proposer's preceding official tax accounting period, together with a statement in writing, signed by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheet and income statement submitted, or with an explanation for a material change in the financial condition. A copy of the most recent business income tax return will be accepted if certified financial statements are unavailable.
- ~~b)(2)~~ Information concerning any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Proposer, any of its employees or subcontractors is or has been involved within the last three years.

4.9 Contract Award

Any contract, resulting from this Solicitation, will be submitted to the Property Appraiser or designee for approval. All Proposers will be notified in writing when the Property Appraiser or designee makes an award recommendation. The Contract award, if any, shall be made to the Proposer whose proposal shall be deemed by the PA to be in the best interest of the PA. Notwithstanding the rights of protest listed below, the PA's decision of whether to make the award and to which Proposer shall be final.

4.10 Rights of Protest

A recommendation for contract award or rejection of all proposals may be protested by a Proposer in accordance with the procedures contained in Sections 2-8.3 and 2-8.4 of the County Code, as amended, and as established in Implementing Order No. 3-21.

5.0 TERMS AND CONDITIONS

The anticipated form of agreement is attached. The terms and conditions summarized below are of special note and can be found in their entirety in the agreement:

a) Vendor Registration

Prior to being recommended for award, the Proposer shall complete a Miami-Dade County Vendor Registration Package. For online vendor registration, visit the Vendor Portal: <http://www.miamidade.gov/procurement/vendor-registration.asp>. Then, the recommended Proposer shall affirm that all information submitted with its Vendor Registration Package is current, complete and accurate at the time it submitted a response to the Solicitation by completing an Affirmation of Vendor Affidavit form as requested by the County.

b) Insurance Requirements

The Contractor shall furnish to the PA, Administration, Procurement Unit, prior to the commencement of any work under any agreement, Certificates of Insurance which indicate insurance coverage has been obtained that meets the stated requirements.

c) Inspector General Reviews

According to Section 2-1076 of the Code of Miami-Dade County, as amended by Ordinance No. 99-63, Miami-Dade County has established the Office of the Inspector General which may, on a random basis, perform audits on all PA contracts, throughout the duration of said contracts, except as otherwise indicated. The cost of the audit, if applicable, shall be one quarter (1/4) of one (1) percent of the total contract amount and the cost shall be included in any proposed price. The audit cost will be deducted by the PA from progress payments to the Contractor, if applicable.

6.0 ATTACHMENTS

Form of Agreement
Proposal Submission Package