

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

Rev 1

<input checked="" type="checkbox"/> New contract	<input type="checkbox"/> OTR	<input type="checkbox"/> CO	<input type="checkbox"/> SS	<input type="checkbox"/> BW	<input type="checkbox"/> Emergency	Previous Contract/Project No. RFP-00025
<input type="checkbox"/> Re-Bid	<input type="checkbox"/> Other	LIVING WAGE APPLIES: __YES <input checked="" type="checkbox"/> NO				

Requisition/Project No: RQHD190007/RFP-01228

TERM OF CONTRACT: Three years with three, one-year OTRs

Requisition/Project Title: - External Independent Auditing Services

Description: Public Housing and Community Development (PHCD) Department is seeking proposals from interested parties to perform audits of PHCD programs.

User Department(s): Miami-Dade Public Housing and Community Development

Issuing Department: ISD/Strategic Procurement Division

Contact Person: Sophia Cunningham Phone: 305-375-2179

Estimated Cost: \$1,000,000

Funding Source: Federal Funds

ANALYSIS

Commodity/Service: 94620			
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
	EXISTING	2ND YEAR	3RD YEAR
Contractor:	CohnReznick LLP		
Small Business Enterprise:			
Contract Value:	\$1,000,000		
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 SBD: 05/30/2019

Date Returned to PM: _____



**REQUEST FOR PROPOSALS (RFP) No. 01228
FOR
EXTERNAL INDEPENDENT AUDITING SERVICES**

PRE-PROPOSAL CONFERENCE TO BE HELD:

_____, 2019 at __:00 AM (local time)
111 NW 1st Street, — Floor, Conf. Rm. __, Miami, Florida

ISSUED BY MIAMI-DADE COUNTY:

Internal Services Department, Strategic Procurement Division
for
Public Housing and Community Development Department

MIAMI-COUNTY CONTACT FOR THIS SOLICITATION:

Sophia Cunningham, Procurement Contracting Officer
111 NW 1st Street, Suite 1300, Miami, Florida 33128
Telephone: (305) 375-2179
E-mail: Sophia.Cunningham@miamidade.gov

PROPOSALS DUE:

INSERT DATE AND TIME

**IT IS THE POLICY OF MIAMI-DADE COUNTY (COUNTY) THAT ALL ELECTED AND APPOINTED COUNTY OFFICIALS AND COUNTY EMPLOYEES SHALL ADHERE TO THE PUBLIC SERVICE HONOR CODE (HONOR CODE). THE HONOR CODE CONSISTS OF MINIMUM STANDARDS REGARDING THE RESPONSIBILITIES OF ALL PUBLIC SERVANTS IN THE COUNTY. VIOLATION OF ANY OF THE MANDATORY STANDARDS MAY RESULT IN ENFORCEMENT ACTION.
(SEE IMPLEMENTING ORDER 7-7)**

Electronic proposal responses to this RFP are to be submitted through a secure mailbox at BidSync until the date and time as indicated in this document. It is the sole responsibility of the Proposer to ensure its proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal 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. All proposals received and time stamped through the County's third party partner, BidSync, prior to the proposal submittal deadline shall be accepted as timely submitted. The circumstances surrounding all proposals received and time stamped after the proposal submittal deadline will be evaluated by the procuring department 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 County will in no way be responsible for delays caused by technical difficulty or caused by any other occurrence. All expenses involved with the preparation and submission of proposals to the County, 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 submitted using the question/answer feature provided by BidSync at www.bidsync.com. The County will issue responses to inquiries and any changes to this Solicitation it deems necessary in written addenda issued prior to the proposal due date (see addendum section of BidSync Site). Proposers who obtain copies of this Solicitation from sources other than through BidSync 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

Miami-Dade County, hereinafter referred to as the County, as represented by the Miami-Dade County Public Housing and Community Development (PHCD) Department, is soliciting proposals from external independent auditing firms to perform specific audits of the PHCD programs as stated herein. The County is interested in firms that have considerable experience in performing financial audits of Housing Authorities and HUD’s Housing and Community Development programs.

The County anticipates awarding a contract for a three (3) year period, with three (3), one -year options to renew, at the County’s sole discretion.

The anticipated schedule for this Solicitation is as follows:

- Solicitation Issued: XXXXXXXXX
- 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) 375-2013 or email hjwrig@miamidade.gov at least five days in advance.
- Deadline for Receipt of Questions: See front cover for date and time.
- Proposal Due Date: See front cover for date and time.
- Evaluation Process:
- Projected Award Date:

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 County 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 “HUD” means United States Department of Housing and urban Development.
4. The word “Proposal” to mean the properly signed and completed written good faith commitment by the Proposer submission in response to this Solicitation by a Proposer for the Services, and as amended or modified through negotiations.
5. The word “Proposer” to mean the person, firm, entity or organization, as stated on the Proposal Submittal Form, submitting a proposal to this Solicitation.
6. The words “Scope of Services” to mean Section 2.0 of this Solicitation, which details the work to be performed by the Contractor.
7. The word “Solicitation” to mean this Request for Proposals (RFP) document, and all associated addenda and attachments.
8. 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.
9. 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 County may, at its sole and absolute discretion, reject any and all or parts of any or all proposals; accept parts of any and all proposals; 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 proposals 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 County reserves the right to request and evaluate additional information from any Proposer regarding Proposer’s responsibility after the submission deadline as the County deems necessary.

The Proposer’s proposal will be considered a good faith commitment by the Proposer to negotiate a contract with the County, in substantially similar terms to the proposal offered and, if successful in the process set forth in this Solicitation and subject to its conditions,

to enter into a contract substantially in the terms herein. Proposer proposal shall be irrevocable until contract award unless the proposal is withdrawn. A proposal may be withdrawn in writing only, addressed to the County contact person for this Solicitation, prior to the proposal due date and time, or upon the expiration of 180 calendar days after the opening of proposals.

As further detailed in the Proposal Submittal Form, 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."

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-responsible.

To request a copy of any code section, resolution and/or administrative/implementing order cited in this Solicitation, contact the Clerk of the Board at (305) 375-5126, Monday- Friday, 8:00 a.m. – 4:30 p.m.

1.4 Aspirational Policy Regarding Diversity

Pursuant to Resolution No. R-1106-15, Miami-Dade County vendors are encouraged to utilize a diverse workforce that is reflective of the racial, gender and ethnic diversity of Miami-Dade County and employ locally-based small firms and employees from the communities where work is being performed in their performance of work for the County. This policy shall not be a condition of contracting with the County, nor will it be a factor in the evaluation of solicitations unless permitted by law.

1.5 Cone of Silence

Pursuant to Section 2-11.1(t) of the Code of Miami-Dade County, 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 County Mayor and the 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 County Mayor and the County Mayor's staff; or
- potential Proposers, service providers, lobbyists or consultants, any member of the County's professional staff, the Mayor, County Commissioners or their respective staffs **and** any member of the respective Competitive 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 Competitive 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 County employee, 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 County shall respond in writing (if County deems a response is 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.

All requirements of the Cone of Silence policies are applicable to this Solicitation and must be adhered to. Any and all written communications regarding the Solicitation are to be submitted only to the Procurement Contracting Officer with a copy to the Clerk of the Board. The Proposer shall file a copy of any written communication with the Clerk of the Board. The Clerk of the Board shall make copies available to any person upon request.

1.6 Communication with Competitive Selection Committee Members

Proposers are hereby notified that direct communication, written or otherwise, to Competitive Selection Committee members or the Competitive Selection Committee as a whole are expressly prohibited. Any oral communications with Competitive Selection Committee members other than as provided in Section 2-11.1 of the Code of Miami-Dade County are prohibited.

1.7 Public Entity Crimes

Pursuant to Paragraph 2(a) of Section 287.133 of the 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 of the Florida Statutes for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

1.8 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 County Mayor or any County board or committee; or 3) any action, decision or recommendation of any 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 County Commission or a County board or committee.

1.9 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, the principals, corporate officers, and managers of the Proposer; or the spouse, domestic partner, parents, stepparents, siblings, children or stepchildren of a Proposer or the principals, corporate officers and managers 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 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.

2.0 SCOPE OF SERVICES

2.1 Background

Miami-Dade County through Miami-Dade County Public Housing and Community Development (PHCD) Department is seeking proposals from interested parties to perform audits of the PHCD programs as stated herein. Miami-Dade County, Florida ("County") is a chartered political subdivision of the State of Florida. Effective May 1996, the Miami-Dade County Department of Housing and Urban Development's operations were merged with the Miami-Dade County Department of Special Housing Programs to form Miami-Dade Housing Agency. Then in October 2011, Miami-Dade Housing Agency merged with Miami-Dade Housing and Community Development to form PHCD. The Department has three divisions, Public Housing, Private Rental Housing and Community Development Programs. As the sixth largest housing agency in the nation and one of the most complex and comprehensive public housing agencies, PHCD is responsible for housing over 30,000 residents/families; has contractual agreements with private companies for property management services; provides for Section-8 subsidized payments for more than 16,000 units; and administers an array of specialized housing opportunities for various populations and the homeless. PHCD also administers a number of federal and local Community Development Programs. PHCD is also the primary County department responsible for the development of affordable housing.

PHCD's Operations consist of:

- The Public Housing Program including Owned Rental, Homeownership, Capital Funds, Modernization and Development Funds, HOPE VI, and Resident Opportunity and Support Services
- Business Activity Funds (General Fund)
- Community Development Block Grants/Entitlement/EDI (CDBG)
- HOME Investment Partnerships Program
- Neighborhood Stabilization Program (NSP)
- Continuum of Care (CoC)
- Documentary Stamp Surtax Program
- State Housing Initiatives Program (SHIP)
- Section-8 Housing Choice Vouchers Program
- Moderate Rehabilitation/Single Room Occupancy Program
- Five-Year Mainstream Vouchers
- Infill Housing Program

PHCD desires to positively enhance and better serve the community with integrity, care, high ethical standards and competence, and is committed to providing low-and moderate-income residents of Miami-Dade County with the following:

- Quality affordable housing opportunities.
- Neighborhood revitalization and stabilization activities.
- Economic independence opportunities.
- Partnerships with private and public entities to optimize resources through innovative programs.
- Efficient and effective management of resources generated.

2.2 Qualification Requirements

A. Minimum Qualification Requirement:

The Proposer shall, at the time of proposal due date hold an active license and be in good standing with the State of Florida Board of Accountancy to practice Public Accounting as a Certified Public Accountant in the State of Florida. A copy of the license shall be submitted with the proposal.

Note: The above requirement is also a continuing condition of award, as the Selected Proposer must maintain this minimum qualification throughout the duration of the contract.

B. Preferred Qualifications:

The Proposer should:

- 1) Be in good standing with the Government Finance Officers Association (GFOA), American Institute of Certified Public Accountants (AICPA) and the Florida Institute of Certified Public Accountants (FICPA). Note: This preferred qualification includes the Proposer and/or its key personnel, as applicable.
- 2) Have completed within the last three (3) years as the prime contractor, an external governmental audit comparable in size and scope to the financial audits of Housing Authorities and HUD's Housing and Community Development programs.
- 3) Meet all appropriate guidelines for independence pursuant to Florida Statute 473.315 and Florida Administrative Order 61H1-21.001.
- 4) Assign key personnel to this audit that have successfully completed the number of required hours of continuing professional education for CPA's engaged in governmental auditing pursuant to Florida Statute 473.312 and Government Auditing Standards (Yellow Book).
- 5) Have completed an external quality control review (peer review), without a failing score, within the past three (3) years in accordance with Generally Accepted Government Auditing Standards (GAGAS).

2.3 Services to be Provided

Section 4.03 (G) of the Dade County Home Rule Charter, as amended, requires an audit by an independent certified public accountant of the accounts and finances of the County for each fiscal year. US HUD also requires entities that receive federal funds of \$500,000 or more to have an annual audit prepared by an independent certified public accountant.

The County is seeking proposals from independent certified public accountants meeting the minimum qualification requirement to perform audits of the programs found in Section 2.1. Selected Proposer shall:

- a) Complete all audit field work by December 31 and submit required independent auditor's report to the County's Finance Department no later than January 31, to include with the Comprehensive Annual Financial Report (CAFR). The CAFR includes the basic financial statements, certain required supplemental information, and certain other supplemental financial data in accordance with the covenants of the Trust Agreement (an agreement between the County and certain banks), as amended, and applicable laws and regulations.
- b) Perform these audits in accordance with Auditing Standards Generally Accepted in the United States, Government Auditing Standards, issued by the Comptroller General of the United States, the Single Audit Act as amended, and the Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations".
- c) Provide attestation services related to the electronic submission of audited financial information to the HUD Real Estate Assessment Center (REAC). HUD requires the electronic submission to be completed within 9 months after the end of the fiscal year. The attestation procedures must be performed in accordance with the attestation standards established by the American Institute of Certified Public Accountants and HUD's Guidelines on Reporting and Attestation Requirements of Uniform Financial Reporting Standards (UFRS) dated May 2001.

For additional guidance related to required electronic submissions, see [Guidelines on Reporting and Attestation Requirements of Uniform Financial Reporting Standards \(UFRS\)](http://www.hud.gov/offices/react/library/lib_fapha.cfm#HANDBOOKS) posted at HUD's REAC's web site (http://www.hud.gov/offices/react/library/lib_fapha.cfm#HANDBOOKS)

- d) Conduct an audit that will assist PHCD in determining whether it has:
 1. Financial data and reports that are reliable.
 2. Financial statements, note disclosures, and supplemental information in accordance with accounting principles generally accepted in the United States.
 3. Internal controls in place to provide reasonable assurance that it is managing HUD programs in compliance with applicable laws and regulations.
 4. Complied with the terms and conditions of Federal awards, guarantees, expended Federal, State and local funds properly, along with supporting documentation.

Audit reports are the primary tools used by PHCD's program managers to meet their stewardship responsibilities in overseeing HUD programs and assuring the integrity of the funds. The assets of the programs listed in Section 2.1 are included as the assets of PHCD. The respective revenues and expenditures of each of these operations are also incorporated in the total revenues and expenditures of PHCD.

2.4 Additional Auditing Services

- a) Additional auditing services which may be required include preparation of special reports for financing purposes as determined by, the PHCD Finance Director or designee, litigation support as determined by the County Attorney, and any other special audits as determined and approved by the PHCD Department Director, Deputy Director/Chief Financial Officer or designee.
- b) Any other additional audit work is limited to an annual cap fee of no greater than ten percent (10%) of annual audit fee; subject to the hourly rates as established in any agreement issued as a result of this solicitation. Such need for additional services may arise from changes in Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), Federal and State requirements, or client imposed scope changes, special internal control reviews, efficiency reviews, benchmarking studies, rate matters or specialized research and training and must be pre-approved by the PHCD Finance Director or designee.

For annual audit requirements and other services, Selected Proposer shall supply engagement letters.

2.5 County Responsibilities

PHCD shall undertake the following activities to ensure timely completion of the services by the Selected Proposer:

- a) Assist as much as possible in locating documents or transactions required for the audit process.
- b) Assist in preparing the draft financial statements and the HUD Financial Data Schedule. The general and subsidiary ledgers and any additional supporting schedules, where appropriate, will be prepared to assist the audit process.
- c) Provide work area and phones.
- d) Make photocopy machines available; however, Selected Proposer shall be expected to provide the labor to make any necessary copies.
- e) Provide prior audit reports and management letters to the audit team.
- f) Act as a liaison for the Selected Proposer in arranging delivery of schedules, files and records, and in providing supporting documentation as needed.

2.6 Audit Service Period

Any contract issued as a result of this Solicitation is subject to annual review and recommendation of the PHCD Finance Director and, in the option years, to the satisfactory negotiation of terms (including a total fee acceptable to the County). The audit base years are as follows:

- October 1, 2019 through September 30, 2020 (Fiscal Year 2020)
- October 1, 2020 through September 30, 2021 (Fiscal Year 2021)
- October 1, 2021 through September 30, 2022 (Fiscal Year 2022)

Pursuant to Article 5 of the County's Form of Agreement, option to renew periods are at the County's sole discretion.

2.7 Reporting

Following the completion of the audit of the fiscal year's financial statements, Selected Proposer shall:

- a) Issue a report on the fair presentation of the financial statements in conformity with GAAP for PHCD and its component units if applicable. The financial audit opinion will cover the basic financial statements. The audit shall lead to the expression of an unqualified opinion on the financial statements unless the auditor justifies to the County, in advance and in writing, the reasons for an opinion that is other than unqualified. Certain combining and individual financial statements and schedules, and related

information are not necessary for a fair presentation, but will be presented as additional analytical data. This supplementary information will be subject to the tests and other auditing procedures applied in the audit of the basic financial statements, and an opinion will be given as to whether the supplemental information is fairly stated in all material respects in relation to the financial statements taken as a whole.

- b) Issue a report on compliance and on the internal control over financial reporting based on an audit of financial statements performed in accordance with GAAS.
- c) Issue a report on compliance with requirements applicable to each major program and internal control over compliance in accordance with OMB Circular A-133.
- d) Provide a schedule of findings and questioned costs.
- e) Review and electronically approve, upon completion of the audit, the audited financial statements and related supplemental schedules to HUD's Real Estate Assessment Center (REAC) via the Financial Assessment Sub-System.
- f) Provide a final and complete report of the audit which shall be submitted to the Board of County Commissioners and to the Comptroller of the State of Florida not later than March 31 of each succeeding fiscal year.
- g) Complete all field work by January 31 and submit required audited financial reports to the County's Finance Department no later than January 31. Individual components of the audit may be required prior to this date.
- h) Submit no later than February 28 of each succeeding fiscal year a management letter which shall identify control and management weaknesses observed, assess their effect on financial management and propose steps to eliminate them. The final management letter to Board of County Commissioners shall include responses to such comments.

3.0 RESPONSE REQUIREMENTS

3.1 Submittal Requirements

In response to this Solicitation, Proposer should **complete and return the entire Proposal Submission Package**. Proposers should carefully follow the format and instructions outlined therein. All documents and information must be fully completed and signed as required and submitted in the manner described.

The proposal shall be written in sufficient detail to permit the County to conduct a meaningful evaluation of the proposed services. However, overly elaborate proposals 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 a Competitive Selection Committee which will evaluate and rank proposals on criteria listed below. The Competitive Selection Committee will be comprised of appropriate County personnel and members of the community, as deemed necessary, with the appropriate experience and/or knowledge, striving to ensure that the Competitive 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 Competitive Selection Committee member.

<u>Technical Criteria</u>	<u>Points</u>
1. Proposer's relevant experience, qualifications, and past Performance	30
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	30
3. Proposer's approach to providing the services requested in this Solicitation	20
<u>Price Criteria</u>	<u>Points</u>
4. Proposer's proposed price	20

4.3 Oral Presentations

Upon evaluation of the criteria indicated above, rating and ranking, the Competitive Selection Committee may choose to conduct an oral presentation with the Proposer(s) which the Competitive Selection Committee deems to warrant further consideration based on, among other considerations, scores in clusters and/or maintaining competition. (See Affidavit – "Lobbyist Registration for Oral Presentation" regarding registering speakers in the proposal for oral presentations.) Upon completion of the oral presentation(s), the Competitive 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

A Selection Factor is not applicable to this Solicitation.

4.5 Local Certified Veteran Business Enterprise Preference

Not applicable to this Solicitation due to funding source.

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 County'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 County 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

Not applicable to Solicitation due to funding source.

4.8 Negotiations

The Competitive Selection Committee will evaluate, score and rank proposals, and submit the results of the evaluation to the County Mayor or designee with its recommendation. The County Mayor or designee will determine with which Proposer(s) the County shall negotiate. The County Mayor or designee, at their sole discretion, may direct negotiations with the highest ranked Proposer, negotiations with multiple Proposers, and/or may request best and final offers. In any event the County engages in negotiations with a single or multiple Proposers and/or requests best and final offers, the discussions may include price and conditions attendant to price.

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

Any Proposer recommended for negotiations shall complete a Collusion Affidavit, in accordance with Section 2-8.1.1 of the Code of Miami-Dade County. (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:

- a) 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) 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 proposed contract, resulting from this Solicitation, will be submitted to the County Mayor or designee. All Proposers will be notified in writing of the decision of the County Mayor or designee with respect to contract award. The Contract award, if any, shall be made to the Proposer whose proposal shall be deemed by the County to be in the best interest of the County. Notwithstanding the rights of protest listed below, the County'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 Code of Miami-Dade County, as amended, and as established in Implementing Order No. 3-21.

5.0 TERMS AND CONDITIONS

The County’s 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.miamidadegov/procurement/vendor-registration.asp>.

b) Insurance Requirements

The Contractor shall furnish to the County, Internal Services Department, Strategic Procurement Division, 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.

6.0 ATTACHMENTS

Draft Form of Agreement

Proposal Submission Package:

Proposer Information Section

Price Schedule

Web Forms – Proposal Submittal Form, Fair Subcontract Practices Affidavit, Subcontractor Listing and Lobbyist

Registration Form