

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

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

Contract
 Re-Bid Other
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQAV2000034
 TERM OF CONTRACT: YEAR(S) WITH YEAR(S) OTR

Requisition /Project Title: IT CONSULTING SERVICES

Description: The item is a confirmation purchase for services rendered to Aviation Department.

Issuing Department: Aviation
 Contact Person: Neivy Garcia
 Phone: 305-876-8482

Estimate Cost: \$246,330

Funding Source:
 GENERAL
 FEDERAL
 OTHER

Funding Source: TBD

ANALYSIS

Commodity Codes:	918-95	 	 	 	
Contract/Project History of previous purchases three (3) years Check here <input checked="" type="checkbox"/> if this is a new contract/purchase with no previous history.					
	<u>EXISTING</u>	<u>OTR YEARS</u>	<u>3RD YEAR</u>		
Contractor:	 	 	 		
Small Business Enterprise:	 	 	 		
Contract Value:	 	 	 		
Comments:	 				

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE	 	 	 	

Basis of recommendation:

Signed: Maria Nixon	Date sent to SBD: 9/23/20
	Date returned to DPM:



**INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT SERVICES**

Justification/Input Document for Non-Competitive Acquisition

It is the policy of Miami-Dade County to consistently purchase goods and services using full and open competition. The citizens of Miami-Dade County are best served when we make sound business decisions based on competitive bids or proposals. Early acquisition planning that includes consultation with Internal Service Department's procurement staff can help avoid delays and facilitates effective market research. However, there may be instances when other than full and open competition may be justified. When a user department(s) determines that other than full and open competition is necessary or in the best interest of the County, appropriate justification for that course of action must be submitted to ISD for approval and execution in order to waive the competitive bid/proposal process.

Please provide the information requested below to support the need and feasibility for waiving the competitive bid/proposal process:

Department:	Miami Dade Aviation Department		
Contact Person:	Neivy Garcia	Phone Number:	305-876-8482
Requisition No.:	RQAV2000034	Estimated Value:	\$246,330.00
Proposed Vendor:	Strategic Staffing Solutions		
Previous Contract Number:	RTQ-00894	Previous Contract Value:	\$50,000,000.00 (pool contract used by various county departments)

Purpose of the Purchase

Please describe your minimum requirements and the benefits of making the acquisition.

The Miami-Dade Aviation Department (MDAD) is requesting a confirmation purchase order to pay Strategic Staffing Solutions, LLC \$246,330 for PeopleSoft Enterprise Resources Planning (ERP) Financial System consulting services provided to MDAD through contract RTQ-00894.

MDAD engaged an ERP consultant through Strategic Staffing Solutions to perform necessary upgrades to the ERP application and database, develop a new approval process to monitor prompt payments to small businesses, and lead MDAD's integration with INFORM, the Countywide planned ERP Financial Systems Implementation.

Best Interest of the County / Uniqueness of Product

Please provide a detailed description as to why a waiver of formal bidding is in the County's best interest (e.g., product standardization, compatibility, proprietary access or distributorship, how vendor is uniquely qualified to provide the needed product or service, etc.). Please note that a lack of advance planning is not an acceptable justification for a non-competitive acquisition.

MDAD has required specialized IT consulting services for the development and support of PeopleSoft ERP Financials System as well as other support systems. The ERP Financial System is critical to MDAD operations, encompassing accounts payable, accounts receivable, purchasing, commitment control, fixed assets, and inventory management. Due to the critical need for these services, and without inhouse staff possessing these specialized skills, MDAD has had to rely on competitively established consulting services contracts to engage the expertise required to develop and support the department's PeopleSoft ERP Financial Services system.

Most recently, MDAD engaged an ERP consultant through Strategic Staffing Solutions to perform necessary MDAD upgrades to the ERP application and database, develop a new approval process to monitor prompt payments to small businesses, and lead MDAD's integration with INFORM, the Countywide planned ERP Financial Systems Implementation originally launching October 2020.

The duration of these crucial projects exceeded the contract term. MDAD evaluated the complexity of the outstanding work as well as the aggressive implementation deadlines associated with the Countywide ERP implementation. The department also evaluated the risks associated with contracting a new vendor versus continuation of services with the current vendor. Due to the critical nature of the services provided by the consultant, MDAD could not engage another ERP consultant during this time, as it would have entailed a steep learning curve that would impacted MDAD's ability to properly integrate its ERP Financial System with the County's ERP Financial System. A delay would also mean the department's Financial System would not be able to properly integrate with the replacement to ADPICS, among other functionalities. It was determined to be in the department's best interest to continue working with Strategic Staffing Solutions, LLC's ERP consultant in order to meet the implementation deadlines and avoid disruption of our financial systems.

MDAD, therefore, worked with ISD to re-engage the vendor through prequalification pool RTQ-00894 with the appropriate justification. ISD informed the vendor there were several outstanding requirements that needed to be met in order to join the vendor pool. In the interim, MDAD's Finance and Strategy Division received approval of the overall plan to replace ERP consultants by 2021, including the ERP consultant hired through Strategic Staffing Solutions, LLC. MDAD's end user misunderstood the approval of the plan to also indicate pre-qualification approval of the vendor under pool RTQ-00894. This confusion by staff led to the unauthorized purchase

Market Research

Please describe your market research and the results thereof. This should include a description of other, similar sources or products available in the market if any and why they are not acceptable.

N/A

Proposed Actions

Please describe the actions the department will take to overcome the present barriers to competition prior to any future acquisitions of this product or service.

MDAD's Finance and Strategy Division has completed a process review, modified internal procedures and implemented safeguards to ensure future occurrences are avoided.


Lester Sola
Department Director's Approval

09/22/2020
Date Approved