

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. SS8265-3/12
 Contract
 Re-Bid
 Other
 LIVING WAGE APPLIES: YES NO
 Requisition No./Project No.: RQCR1300005
 TERM OF CONTRACT 5 YEAR(S) WITH 3 YEAR(S) OTR

Requisition /Project Title: FOOD SERVICE SOFTWARE: FSD MAINTENANCE AND SUPPORT

Description: To establish a contract for the maintenance and support services of the FSD software used by Miami-Dade Correction and Rehabilitation Department (MDCR) in the food production and inventory control, and in the purchasing of food related supplies for County jails.

Issuing Department: ISD Procurement Mgmt
 Contact Person: Margaret Brown
 Phone: 305-375-4914
 Estimate Cost: \$125,000
 Funding Source: GENERAL
FEDERAL
OTHER
XX

ANALYSIS

<u>Commodity Codes:</u> 920-45			
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:	FOOD SERVICE SOFTWARE DYNAMICS INC		
Small Business Enterprise:			
Contract Value:	\$25,000	\$	\$
<u>Comments:</u>			
Continued on another page (s): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				
<u>Basis of recommendation:</u>				
Signed: <u>Margaret Brown</u>		Date sent to SBD: <u>2/25/13</u>		
		Date returned to DPM:		

RECEIVED
 DEPT. BUSINESS DEV.
 2013 FEB 25 PM 6:58

PCHL2100 V5.1
LINK TO:

MIAMI-DADE COUNTY ADPICS 5.1
REQUISITION HEADER ENTRY

02/08/2013
3:07 PM

REQ ID : RQCR1300005 DOC TYPE: BW DUE DATE: 04/01/2013 INTF TYPE: RQ
ACTION IND: A REQ/JT : R EFF DTE : 02/08/2013 WHSE :
DEPARTMENT: CR8501 CORR & REHAB FOOD SERVICES CHANGE NO:
CONTACT : DEBRA GRAHAM STATUS: APPR
TELEPHONE : 786 263-6359 EXT. NOTE PAD: N (Y/N) CREATE: 02/08/13
REQUISITION TOTAL : 25,000.00 UPDATE: 02/08/13
REQ NET TOTAL : 25,000.00 POST :
WORKORDER ID : TRADE TYPE : SPND : N
CONTRACT ID :
REQ TITLE : SOFTWARE MAINTENANCE
RECOMMENDED VENDOR : 592804787 01 FOOD SERVICE SOFTWARE DYNAMICS INC
BLANKET PO ID/SCHED: / TERMS ATTACHED : N (Y/N)
BUYER ID : 930 SPLIT CAPABILITY : Y (Y/N)
DISTRIBUTION METHOD: S CREDIT INDICATOR : N QUOTES : N (Y/N)
SEFX INDEX SUBOBJ USERCODE PROJCT PRJDTL GRANT GRNTDTL PERCENT
01 CRFOODSVC 22430

F1-HELP F2-SELECT F3-DELETE F4-PRIOR F5-NEXT F6-VIEW DOC
F7-ADDRESS F8-OTHER KEY F9-LINK F10-SAVE F11-VW ACCT F12-QUOTE
E237 - REQUISITION IS SUBMITTED FOR APPROVAL PROCESSING

Non-Competitive IT Project Review

Directions for Completion: Departments requesting a non-competitive project review for new or existing Information Technology (IT) Systems are required to complete this questionnaire along with the appropriate Bid Waiver/Sole Source Justification Form. The response and explanation fields are to be fully completed to provide all background on the project. Please be as specific as possible and provide all backup documentation, doing so will expedite the review of your project.

The answers provided in the response field shall be according to the following format:

- 'Y' - Yes
- 'N' - No
- 'N/A' - Not applicable

Current Contract Information	
Questions	Response: Explanation:
When and how was the IT software/hardware initially purchased by the County? (Please provide contract number, award info, and applicable documentation)	Software was initially purchased as a recipe program in the 1980's. The accounting module was purchased in 1994. Both were purchased from the existing contract at the time.
When does the current contract expire?	The current contract (SS8265-3/12) expires on 03/31/13
If the contract has expired, how are/have you been maintaining the IT hardware/software? (Provide explanation and documentation if applicable)	
Was maintenance and support included in the current contract? If no, why not? Did it include assistance with transition to a new system?	Y The current contract is for maintenance and support. The contract has always included assistance with transitioning to new releases
What other applications does the System integrate/interface with?	Accounting module = purchasing, receiving and inventory control. Recipe module = recipes, and recipe explosion, recipe costing, per serving costing, etc. Both modules are integrated

Non-Competitive IT Project Review

<p>if a new system were deployed would it still be necessary to support the current system in parallel? How long would the legacy system need to be maintained and operational? Could historical data be stored in a data warehouse? What would be the cost?</p>	Y	<p>The current system would be required to be in place and paralleled. The length of time would depend on capability of another system, time to build the databases, training, etc. Estimate based on previous installation would be at least one year.</p>
<p>What is the purpose of this IT hardware /software? What is the expected life cycle?</p>		<p>The purpose is a custom written accounting and recipe software program written specifically for the needs of the Food Services Bureau. The life cycle is unlimited as long as the Food Services Bureau is operating.</p>
<p>Is this product an integral part of the County / Department's technical infrastructure? Does it perform system critical functions? If so, what?</p>	Y	<p>The performance is for a full accounting and recipe software program custom written for the specific needs of the Food Services Bureau.</p>
<p>Are these solutions delivered through the Original Equipment Manufacturer (OEM) support? If no, is it delivered through authorized reseller or dealers?</p>	Y	<p>The original software company is the same company supporting the program and providing changes to the program as needed that are included in the yearly maintenance. There is no charge for changes requested by the Food Services Bureau</p>
<p>On the current contract, is the User Access Program (UAP) and Inspector General being collected?</p>	Y	
<p>Does the current contract require insurance? <i>(Note: Any vendor required to come onto County property is required to have insurance throughout the term of the Agreement.)</i></p>	Y	
<p>Have you encountered any issues during the contract term regarding performance or compliance?</p>	Y	<p>There have been no issues with this vendor in the 20+ years we have used them</p>

Non-Competitive IT Project Review

Have you been satisfied with the performance of the vendor to date?	Y	This vendor is on top of all needs we have and is very cooperative and punctual.
Market Research		
Questions:	Response:	Explanation:
Are there available equivalents to the product or service you are requesting for this new project? <i>(Please provide documentation regarding your Department's market research)</i>	N	This is a custom written software program written specifically for the needs of MDCR, Food Services Bureau.
If there are available equivalents, why do these products not meet your needs? What are the differences? <i>(Please be as specific as possible to provide sufficient detail to justify your request.)</i>		There are no completely equivalent programs. In addition, this vendor provides changes to the program upon request if an when needed at no additional charge.
Can the vendor meet your long term needs? What research has been conducted to verify their ability to meet your expectation? <i>(Please provide documentation, as applicable, to show your findings)</i>	Y	The vendor has always been able to meet the needs of the Food Services Bureau throughout any contract period. No research has been conducted, their track record is evidence of their full capabilities.
What other vendors offer systems capable of providing the County with a solution?		None at this time that are comparable to the custom written software we are currently using.
Are these solutions delivered through the Original Equipment Manufacturer (OEM) support or is it delivered through authorized reseller or dealers.	Y	The software support is delivered through the original company.

Non-Competitive IT Project Review

<p>Are dealers required to complete a certification program or are they restricted to levels of support set up by the vendor/mfg? <i>(i.e. gold plan vs. platinum plan – gold allows vendor to maintain equipment but they do not have access to software upgrades or new system implementations. Platinum allows vendors to complete new product installs and all other support).</i></p>	N/A	<p>The original software company is the company supporting the software</p>
<p>What level support does the County require for this new project?</p>	N/A	<p>This is not a new project. We are requesting to renew the same contract with the same terms as previous contracts.</p>
<p>Are there other systems currently employed by the department / County that are similar that could provide a solution?</p>	N	<p>This no other food service software utilized in the department.</p>
<p>If a new system were deployed would it still be necessary to support the current system in parallel?</p>	Y	<p>Previously answered on page 2</p>
<p>How long would the legacy system need to be maintained and operational?</p>		<p>Previously answered on page 2</p>
<p>Could historical data be stored in a data-warehouse? What would be the cost?</p>	N	<p>The software program would be required to be able to sufficiently access the data.</p>
<p>Has the replacement system been reviewed and approved by the IT Leadership Council?</p>	?	

Non-Competitive IT Project Review

New Project Information		
Questions:	Response:	Explanation:
What are the business goals and objectives of this new project? (Please be specific)	N/A	Not a new project
What contract term would you like established? (<i>initial term plus any renewals</i>)	N/A	
What allocation is requested on this new project? What is the basis of the allocation request? (<i>i.e. Vendor quote, market research, etc.</i>)	N/A	
Please provide documentation if applicable.		
What is your funding source(s) for this new project?	N/A	
Is this a grant funded project? If so, please provide grant documentation outlining the expiration date and requirements.	N/A	
What budget year is it scheduled for?	N/A	
Is the allocation enterprise or department based?	N/A	
Scope Information		
Questions:	Response:	Explanation:
Please provide a high level overview as to the scope of this project. A defined scope of work is to be provided with your submission.	N/A	Not a new project
What is your Project Timeline?	N/A	
What are the roles and responsibilities of the vendor?	N/A	

Non-Competitive IT Project Review

What are the roles and responsibilities of the County?	Response:	Explanation:
Software Acquisitions		
Questions:		
Is this a replacement of an existing software/system?	N/A	No, maintenance contract of existing software
Is the software perpetual? If so, please provide a copy of the license agreement with your submission.	N/A	
Do you require professional services on the new contract? (i.e. Training, custom programming, consulting)	N/A	Not new software acquisition
How is the software licensed? (i.e. Per User, Enterprise, Concurrent User, Site)	N/A	Per site
How many users?	N/A	Per site
Do you want/need the new contract to provide the option to purchase additional licenses or services during the term?	N/A	
Do you require training for users on the new contract? How many users are to be trained? Levels?	N/A	
Where is the software hosted?		Food Services Bureau server
Do you have a disaster recovery plan? If no, is the vendor required to provide collocation under the new contract?	Y	
What are your long term plans with the system?	Y	Use by Food Services Bureau unlimited timeframe
Do you have the source code?	N	

Non-Competitive IT Project Review

Would you like software escrow added to the new contract?	N/A	
What is the life expectancy of the software? What value does this project provide to your department?		Life expectancy is unlimited
Hardware Acquisitions		
Questions:		
Was maintenance and support included in the original contract? If not, why?	N/A	No hardware acquisition involved
Did it include assistance with transition to a new system?	N/A	
Is this product an integral part of the County / Department's technical infrastructure?	N/A	
What are the requirements for maintenance and support under the new contract?	N/A	
Will the vendor be required to come onto County property to provide technical support/assistance? If not, how will this be accomplished?	N/A	
What level of support is required by your Department under the new contract? (i.e. 24x7, onsite repair, parts, etc.)	N/A	
Does it perform system critical functions? If so, what?	N/A	
What would be the effect to the County if the maintenance / support services were not obtained?	N/A	

Non-Competitive IT Project Review

What other systems does the hardware integrate/interface with?	N/A
Will the new contract require the vendor to maintain these integrations/interfaces with these systems also?	N/A
What is the life expectancy of the hardware?	N/A
What value does this project provide to your department?	N/A
Do you need to have the ability in the new contract to purchase additional hardware components, parts, or services? If so, please provide a detailed explanation as to your Department's requirements.	N/A

Graham, Debra (MDCR)

From: system1@metrocast.net
Sent: Monday, February 04, 2013 10:51 AM
To: Graham, Debra (MDCR)
Subject: System1 Contract Renewal

Commander Graham,

Our current contract is set to expire on April 1, 2013. If you choose to renew your contract, FSD, Inc will keep the current support rate at \$25,000.00 per year until April 1, 2018.

If you need any additional information please let me know.

Louise McGowan, President
FoodService Software Dynamics, Inc.

Justification/Input Document for "Sole Source"

Title: Software Maintenance

ITB # _____

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 DPM can help to avoid delays and to facilitate 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 the CA Office for approval in order to waive the competitive bid/proposal process, as a sole source purchase.

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

Purchase Requisition No. RQCRI 300005 Contract #: _____ Date Required: 4/1/2013 Est. Value: \$25,000/year
 Proposed Vendor: Foodservices Software Dynamics Previous Contract #: SS8265-3/12-3 Estimated Cost: _____ Comm. #: _____
 BCC Date: _____

1. Purpose of the purchase: Please describe your minimum requirements, and the benefits of making the acquisition.

This contract is for all maintenance, updates, etc for the Food Services Bureau's accounting, inventory, purchasing, payments, issuing and recipe databases. The maintenance contract includes all upgrades, routine maintenance, requested changes, creation of reports, etc. This maintenance also includes any changes to the software program as requested by the user at no additional charge.

2. Uniqueness of vendor's item/service: Please describe how this vendor is uniquely qualified to provide the needed product or service.

This vendor has custom written an accounting and recipe package in accordance with the specific needs of the Food Services Bureau. This vendor maintains said software program, provides periodic updates, and provides any requested additions, deletions, and/or changes requested by the user at no additional charge.

3. 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.

There are currently no other software programs available that have the specific needs of MDCR, Food Services Bureau. This is a custom written software program specifically written for the Food Services Bureau.

4. 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.

The current contract is very competitive concerning the pricing for full maintenance of a software program and changes on demand at no additional charge. Changing to another software program would cause the loss of the custom written modules, and any vendor wanting to compete would be required to put in place all of the custom written parts of the current software, and be willing to make changes to the software on demand at no additional charge.

Debra Graham 786-263-6359
 Contact Person and Phone #
 Timothy Ryan
 Department Director's Approval
 Date Approved 2/22/13