



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

Rev 1

Signed: *Brad Skinner*

Date to SBD: January 12, 2016

Date Returned to PM: \_\_\_\_\_



**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:	Information Technology Department		
Contact Person:	Mirta Cardoso	Phone Number:	305-596-8690
Requisition No.:	RQET1700011	Estimated Value:	\$232,000.00/ 5 MO
Proposed Vendor:	Microsoft		
Previous Contract Number:	252-001-09-1-2	Previous Contract Value:	\$

**Purpose of the Purchase**

The purpose of this requisition is to establish a temporary contract for Microsoft's Premier Support until the new long term contract is approved by the BCC.

The term to be covered by this temporary contract is from January 15, 2017 -- May 31, 2017

**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.*

Only Microsoft can provide the critical Premier support needed for the countywide Microsoft infrastructure.

**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.*

Only Microsoft can provide the critical Premier support needed for the countywide Microsoft infrastructure.



**INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT SERVICES**

**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.*

For operational purposes , it is in the best interest of the County to establish this temporary contract with Microsoft.

Department Director's Approval

12/21/2016

Date Approved

## 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)	We estimate the original Microsoft contract was awarded in the early 1990s.
When does the current contract expire?	The previous Microsoft contract 252-001-09-1-2 expired on 01/31/2016
If the contract has expired, how are/have you been maintaining the IT hardware/software? (Provide explanation and documentation if applicable)	N/A
Was maintenance and support included in the current contract? If no, why not? Did it include assistance with transition to a new system?	N/A
What other applications does the System integrate/interface with?	All

## 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>	<p>N/A</p>	<p>We are not buying a system.</p>
<p>What is the purpose of this IT hardware /software? What is the expected life cycle?</p>		<p>This is a request for a temporary contract for Premier Support to cover us from January 15, 2017 – may31, 2017 until the long term Microsoft contract for licenses and premier support are approved by the BCC. Microsoft is the main windows based line of software utilized countywide.</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>	<p>Yes</p>	
<p>Are these solutions delivered through the Original Equipment Manufacturer (OEM) support? If no, is it delivered through authorized reseller or dealers?</p>	<p>No</p>	<p>Microsoft provides Premier support direct to customers.</p>
<p>On the current contract, is the User Access Program (UAP) and Inspector General being collected?</p>	<p>Yes</p>	
<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>	<p>No</p>	
<p>Have you encountered any issues during the contract term regarding performance or compliance?</p>	<p>No</p>	

## Non-Competitive IT Project Review

Have you been satisfied with the performance of the vendor to date?	Yes	
<b>Market Research:</b>		
<u>Questions:</u>	<u>Response:</u>	<u>Explanation:</u>
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>		Based on the extensive resources invested in the existing platform in use for decades, it would be prohibitive to consider a new platform at this time. Premier support is critical to support the Microsoft infrastructure.
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>		Based on the extensive resources invested in the existing platform in use for decades, it would be prohibitive to consider a new platform at this time.
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>	Yes	
What other vendors offer systems capable of providing the County with a solution?	N/A	
Are these solutions delivered through the Original Equipment Manufacturer (OEM) support or is it delivered through authorized reseller or dealers.	N/A	

## 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>What level support does the County require for this new project?</p>	N/A
<p>Are there other systems currently employed by the department / County that are similar that could provide a solution?</p>	N/A
<p>If a new system were deployed would it still be necessary to support the current system in parallel?</p>	N/A
<p>How long would the legacy system need to be maintained and operational?</p>	N/A
<p>Could historical data be stored in a data warehouse? What would be the cost?</p>	N/A
<p>Has the replacement system been reviewed and approved by the IT Leadership Council?</p>	N/A



## Non-Competitive IT Project Review

<b>New Project Information: This is not a new project</b>	
<u>Questions:</u>	<u>Response:</u>
What are the business goals and objectives of this new project? (Please be specific)	
What contract term would you like established? ( <i>Initial term plus any renewals</i> )	
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> ) Please provide documentation if applicable.	
What is your funding source(s) for this new project?	
Is this a grant funded project? If so, please provide grant documentation outlining the expiration date and requirements.	
What budget year is it scheduled for?	
Is the allocation enterprise or department based?	
<b>Scope Information:</b>	
<u>Questions:</u>	<u>Response:</u>
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.	
What is your Project Timeline?	
What are the roles and responsibilities of the vendor?	

## Non-Competitive IT Project Review

What are the roles and responsibilities of the County?	Response:	Explanation:
<b>Software Acquisitions:</b>		
<u>Questions:</u>	Response:	Explanation:
Is this a replacement of an existing software/system?	N/A	
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)	No	
How is the software licensed? (i.e. Per User, Enterprise, Concurrent User, Site)		ELA
How many users?		Countywide
Do you want/need the new contract to provide the option to purchase additional licenses or services during the term?		
Do you require training for users on the new contract? How many users are to be trained? Levels?		
Where is the software hosted?		Cloud/ Various departments
Do you have a disaster recovery plan? If no, is the vendor required to provide collocation under the new contract?	Yes	
What are your long term plans with the system?		Continued usage indefinitely
Do you have the source code?	No	

## Non-Competitive IT Project Review

Would you like software escrow added to the new contract?	No	
What is the life expectancy of the software? What value does this project provide to your department?		Continued usage indefinitely
<b>Hardware Acquisitions: N/A</b>		
<b>Questions:</b>	<b>Response:</b>	<b>Explanation:</b>
Was maintenance and support included in the original contract? If not, why?	N/A	There is no hardware purchase involved in this project.
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