

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

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

Re-Bid
 Other
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQET1800018
 TERM OF CONTRACT: 1 YEAR(S) WITH YEAR(S) OTR

Requisition /Project Title: LCP Labor Compliance Software

Description: The objective of this schedule access is to acquire LCPtracker, a cloud-based SaaS solution for construction site compliance, certified payroll and workforce reporting to be used in conjunction with the newly implemented BMWS system.

Issuing Department: Information Technolo
 Contact Person: Michael Tomasso
 Phone: (305) 596-8128

Estimate Cost: \$100,529

Funding Source:

ANALYSIS

Commodity Codes:	950-23			
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): <input type="checkbox"/> YES <input type="checkbox"/> NO				

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				
Basis of recommendation: 				
Signed: Tiondra Wright		Date sent to SBD: 8/1/18		
		Date returned to DPM: 		

Small Business Development LCPtracker - Scope of Work

GENERAL FUNCTIONS AND CORE FEATURES

- A seamlessly integrated Solution which provides a configurable homogenous system and centralized repository of information.
- Mobile solution for field workers shall be provided. The County prefers that the full features of the Solution be available within the mobile devices optimized user interface.
- External portal to all vendors to conduct business online.
- Automation of the Small Business Development (SBD) workflows related wage, workforce and training programs.
- Implementation of web services to facilitate data transfer between B2GNOW and the Solution of Miami-Dade County contracts subject wage or workforce and training requirements.
- Ability to configure user defined fields or data elements in core functionality

CORE FUNCTIONALITIES

1. **Responsible / Living and Davis Bacon Wages:** The solution allows the submission, review, approval, data collection and reporting requirements related to Responsible/Living and Davis Bacon wages requirements and related Acts.
 - a. Ability for the contractors and subcontractors at every tier level to submit data required on the Federal WH-347 form through the proposed system.
 - b. Ability for the contractors and subcontractors at every tier level to submit and certify online prevailing wage reports.
 - c. Track workforce utilization and generate internal and public reports.
 - d. Ability to capture dated related to ethnicity and gender data
 - e. Ability to notify the vendors automatically when the payroll has been submitted.
 - f. Track on-site inspections, interview the personnel and validation of the pay rates, job category, etc.
 - g. Mobile Technologies to validate, verify and access real-time data at the inspection site.
 - h. Ability for notify the contractors and subcontractors automatically when the payroll has been submitted.
 - i. Ability to track up to \$2 billion worth in Living/Responsible Wage.
 - j. The solution applies various wage requirements to the firm's payroll data, such as the Responsible, Living and Davis Bacon wage rates.
 - k. Ability to close-out contracts upon completion.
2. **Prime Contractor and Subcontractor demographic data:** The Solution collects demographic data, including the Prime contractor name and number, the subcontractor contact information and the subcontract award date, Award amount and amendment.
3. **Community Workforce Program:** The Solution enables Small Business Development to monitor this Program, which is designed to provide job

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opportunities to residents of traditionally underserved and underdeveloped neighborhoods. All Miami-Dade County Capital Construction Projects and Work Orders are subject to the inclusion of workforce goal. This goal is a percentage of labor force that a County-awarded contractor subcontractor must hire with in the Designated Target Area (DTA in which the construction project/work is located).

- a. Ability to performed geographic workforce analysis by zip code, city, county, and other distance based measurements.
 - b. Ability to determine if an employee resides in a designated target area.
 - c. Ability to process and report violations in accordance with the governing ordinance and respective administrative order for Community Workforce Program
 - d. Ability to check automated payroll against employee fulfilling work force goal.
 - e. Ability to track the days and hours worked by an employee fulfilling a workforce goal
 - f. Ability to flag/detect employees listed on multiple contracts.
 - g. Ability to determine the number of new hires on a project.
 - h. Ability to track open job opportunities by project
4. **Resident's First Training and Employment Program:** The solution enables SBD to monitor this program, which is designed to provide job opportunities to residents of Miami-Dade County and ensure workers on Miami-Dade County have completed the ten (10) hour Occupational Safety and Health Administration (OSHA) Safety training. All Miami-Dade County capital construction Projects, privately funded project or leases valued more than \$1,000,000 are subject to this program requirements.
- a. Ability to performed geographic workforce analysis by zip code, city, county, and other distance based measurements.
 - b. Ability to determine if an employee resides in Miami-Dade County area.
 - c. Ability to process and report violations in accordance with the governing ordinance and respective administrative order for Residents First Training and Employment Program
 - d. Ability to check automated payroll to determine hours worked by Miami-Dade residents by project and firm.
 - e. Ability to check track employee osha safety training status
 - f. Ability to determine number of days an employee worked with or without the OHSA safety training.
 - g. Ability to generate the Workforce Performance Report for the contractor Form RFTE 4
 - h. Ability to generate a penalty report for employee's who worked without a OHSA
5. **Employ Miami-Dade:** The solution enables SBD to monitor this program, which is designed to provide job opportunities to Employ Miami-Dade program participants.

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- a. Ability to determine if an employee was recruited from the Employ Miami-Dade program
 - b. Ability to process and report violations in accordance with the governing ordinance and respective administrative order for Employ Miami-Dade
 - c. Ability to check automated payroll against employee fulfilling work force goal.
 - d. Ability to track the days and hours worked by an employee fulfilling a workforce goal
 - e. Ability to flag/detect employees listed on multiple contracts.
 - f. Ability to determine the number of new hires on a project.
 - g. Ability to generate the Workforce Performance Report for the contractor Form RFTE 4
6. **Contractor Performance Tracking:** The Solution incorporates an automated process to enable project/contract managers to access a project or contractor's compliance with the wage, training and/or workforce submittal requirements.
7. **Violations:** The Solution assign violations to contractors and firms and track violations by firm, contract, or program violated (Responsible Wages, Living Wages, Davis Bacon, Community Workforce Program, Resident's First Training Employment and Employ Miami-Dade)
8. **Work Assignments:** The solution enables the SBD Supervisors to assign project/job functions by user for the different core functionalities.
9. **Automated Notices:** The solution enables SBD to generate letters emails for alert and notification related to non-compliance or scheduled activities to the contractors or users. The ability to use Microsoft Office functionality for the different SBD processes, claims or incidents.
10. **Form and Letter Templates:** The solution enables the creation and editing of standard forms and letter templates and provide the ability to broadcast alerts and automated letter or emails when specified forms and letters used.
11. **Reporting:**
- a. Reporting shall be robust enough to ensure that when large numbers of users are performing retrieval from the stored information, the performance will not be adversely affected.
 - b. All reports provided shall support user-specified parameters that constrain the report content to specific date/time periods, service etc.
 - c. Report parameters shall have pre-configured defaults that are used to generate the report.
 - d. All parameters shall be printed with the report on a report cover page, or equivalent.

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- e. A report dictionary and schema describing the reports provided by the selected proposer shall be provided for reports customizations.
- f. Flexible reporting and data management capabilities, reporting on the various trends by race, gender, industry, resident, hours/days worked, etc.
- g. Ability to perform local impact analysis, which includes geographic workforce analysis by Zip code, city, county and other distance based measurements.
- h. Ability to export/import data in multiple formats, including comma delimited format and Microsoft excel forms.
- i. Ability to generate an analysis of underpayment and penalty report.
- j. Ability to generate a workforce/training penalty report.
- k. Ability to query or report on key Performance indicators.

12. Interface(s) Setup & Maintenance:

- a. The following interfaces must be included in the proposal to enable direct data transfer from B2G to LCPtrackter, will reduce staff data entry requirements and resulting great data integrity.
- b. GIS Integration – The solution must use exiting enterprise GIS layers in business workflow. (ESRI GIS Version 10.0 migrating to release 10.2.2)

13. Solution Administration: The solution shall be comprised of the tools and modules that allow the system administrator to setup, configure, report secure, and manage data information collected accessed, and stored by the Solution. These tools and modules shall be designed for ease of use and provide a high level of control over the operation of the Solution.

- a. Enable an administration to create and maintain triggers that automate functions as initiated by system dates and claim management activities
- b. The solution must provide the ability to track the history or audit trail on any data element identified by the county as requiring history. An audit trail must include, the user, date, time and actual data that is changed (from and to). Version control and user identification procedures must be maintained for data security.
- c. A secondary database server that takes the processing load off of the primary real-time database shall be provide for data ret for reporting and data analysis. Enough online data storage shall be provided to key the historical data which shall be accessible obey the System applications and tools. Data replication to the secondary data storage shall be a continuous automated process and should be transparent to the user.
- d. Users without proper access level shall denied access to all applicable solution functions data.
- e. The Solution must provide a user security access module/tool for the System Administrator to configure access levels to the System. This module/tool shall provide a copy feature for duplicating existing user profile/security access.

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- f. Ability to add new users and user groups as needed, including strong passwords, unique user name/password identification, lock-out access after a certain number of attempts (with reset capability for the system administrator), and have https/128-bit encryption

14. User Authorization Function:

- a. Record a user's profile (Name, location, contract information).
- b. Assign a group or role(s) to the user, including read only access
- c. Restrict entire groups and users from identified sections of the system
- d. Assign a department/location to a user profile
- e. Restrict users to a specific department(s) or locations
- f. Ability to provide security at module, form and field level by user role.
- g. Personal identified information and other sensitive data shall be encrypted.
- h. Ability to provide two factor authorizations.
- i. Ability to configure a sign out time out interval by user role.
- j. Ability to globally define individual users as available or unavailable for work assignments and define a delegate for the user's work.

15. Training:

- a. Provide comprehensive training for system administrators for the County at a location in Miami, Florida
- b. Prepare train the trainer content specific to the County
- c. Perform onsite train the trainer classes
- d. On-Site Contractor Training
- e. Customer Support Training
- f. On-Going Web Training
- g. Review online training and support resources with the County
- h. The County Sign-off on training completion