

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New
 ☐ OTR
 ☐ Sole Source
 ☐ Bid Waiver
 ☐ Emergency
 Previous Contract/Project No. RTQ-00448

☒ Re-Bid
 ☐ Other- Legacy
 LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No.: RQID1900099
 TERM OF CONTRACT 5 YEAR(S) WITH 0 1 YEAR OTRs

Requisition /Project Title: Dell Hardware, Software, and Services Pool

Description: This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) capable of delivering/providing DELL branded hardware, software, cloud solutions, professional services and maintenance and support services for the Miami-Dade Information Technology Department (ITD). Placement in the Pool is **not** a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this RTQ. Vendor Submittals are accepted throughout the term of the RTQ for placement in such Pool.

Issuing Department: ITD
 Contact Person: Santiago A. Pastoriza
 Phone: 305-375-1084

Estimate Cost: \$2,891,666

Funding Source: Internal Service Funds

ANALYSIS

<u>Commodity Codes:</u>	205	91828	91829	96728	
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:	Various				
Small Business Enterprise:					
Contract Value:	1,735,000				
Comments:					
Continued on another page (s): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
<u>RECOMMENDATIONS</u>					
	Set-aside	Sub-contractor goal	Bid preference	Selection factor	
SBE					
Basis of recommendation:					
See bid document					
Signed: Santiago A. Pastoriza			Date sent to SBD: 05/22/2019		
			Date returned to ISD Procurement: 		

SECTION 2

SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) capable of delivering/providing DELL branded hardware, software, cloud solutions, professional services and maintenance and support services for the Miami-Dade Information Technology Department (ITD). Placement in the Pool is **not** a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this RTQ. Vendor Submittals are accepted throughout the term of the RTQ for placement in such Pool.

2.2 DEFINITIONS

Invitation to Quote (ITQ) – Shall refer to the solicitation of quotes from the Pool for specific goods and/or services; and awarded based on lowest price, or other quantifiable criteria.

Prequalified Pool of Vendors (Pool) – Shall refer to business entities/individuals determined by the County's Internal Services Department, Strategic Procurement Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement in the Pool, and which may submit quote or proposal, at the time of need.

Vendor – Shall refer to a business entity/individual responding to this RTQ.

Submittal - Shall refer to all information, attachments and forms submitted in response to this RTQ.

Work Order Proposal Request (WOPR) – Shall refer to the solicitation of offers from the Prequalified Pool of Vendors for specific goods and/or services; and evaluated and awarded based on best value.

2.3 TERM

The Pool shall be established on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The Pool shall expire on the last day of the months of the five year term.

2.4 QUALIFICATION CRITERIA

Vendor shall meet the following criteria to be considered for placement in the Pool and for participation in future solicitations:

1. Vendors shall submit documentation illustrating that they are part of Dell's PartnerDirect Program at any of the following levels:
 - a. Dell Preferred Partner
 - b. Dell Premier Partner
2. **Attachment A:** Vendors shall provide contact information to include: Name of contact, email address, phone number for Primary (required) and Secondary (optional) staff within

their company who will be responsible for providing a response to spot market quotes issued by the County. These services shall typically be required Monday through Friday within business hours of 8:00AM and 5:00PM (Eastern Standard Time).

3. **Attachment B:** Vendors shall submit documentation to demonstrate that they are certified in the one or more of the Competency Area(s) outlined below. Vendors shall complete the table in Attachment B to indicate which of the following Dell PartnerDirect competencies they are certified in:

- a. Server
- b. Storage
- c. Networking
- d. Data Protection
- e. Converged/Hyper-Converged Infrastructure
- f. Core Client
- g. Client Data Security
- h. Workstation
- i. Cloud Client-Computing
- j. Digital Transformation
- k. IT Transformation
- l. Hybrid Cloud
- m. Software Defined Infrastructure
- n. Connected Workforce
- o. Services

Vendor shall provide all of the specified information, documents and attachments listed above with their Submittal as proof of compliance with the requirements of this RTQ. However, the County may, at its sole discretion and in its best interest, allow Vendors to complete, supplement or supply the required documents throughout the term of the RTQ. It shall be the sole right of the County to determine the number of Vendors which will be included in the Pool. During the term of the RTQ, the County reserves the right to add or delete Vendors as it deems necessary, and in its best interest.

2.5 **INSURANCE**

Insurance is **not** required in order to be prequalified under this RTQ. Insurance requirements will be detailed in the subsequent ITQ or WOPR.

2.6 **SPOT MARKET QUOTES**

Vendors in the Pool will be invited to participate in future spot market competition, as needed. The spot market competition will be in the form of an ITQ or WOPR that will include the specific goods and/or services required, and may include provisions, as applicable, such as:

- Small Business Enterprise (SBE) Measures
- Warranty Requirements

- Liquidated Damages
- Living Wage

For federally funded projects/programs, additional provisions may apply in accordance with the funding source. The following provisions from Section 1, General Terms and Conditions shall be exempted from such solicitations, as indicated in the ITQ or WOPR.

- Local Preferences
- User Access Program (UAP) Fee
- SBE Measures
- Local Certified Veteran Business Enterprise Preference
- First Source Hiring Referral Program
- SBE Prompt Payment Terms
- Office of Inspector General Fee

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SECTION 3
SCOPE OF SERVICES

3.1 SCOPE OF SERVICES

It is the intent of Miami-Dade County to create a pool of qualified vendors capable of delivering/providing Dell branded hardware, software, cloud solutions, professional services, and maintenance and support services for the Miami-Dade Information Technology Department (ITD). These types of purchases will be procured on an as needed basis through future spot market quotations.

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