

ISSUING DEPARTMENT INPUT DOCUMENT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

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

Contract

Re-Bid Other – Access of Other Entity Contract LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQID2100233/BW-10176 TERM OF CONTRACT _____ YEAR(S) WITH _____ YEAR(S) OTR

Requisition /Project Title: Operations Management System for Miami-Dade Fire Rescue

Description: MDFR is seeking a software program that can track the maintenance and replacement of assets managed under this division.

Issuing Department: ISD-SPD Contact Person: Prisca Tomasi Phone: (305) 375-1075

Estimate Cost: \$50,000 Funding Source: GENERAL FEDERAL OTHER

ANALYSIS

Commodity Codes:	<u>209-56</u>	<u>209-69</u>	<u>725-90</u>	_____	_____
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:	_____	_____	_____		
Small Business Enterprise:	_____	_____	_____		
Contract Value:	_____	_____	_____		
Comments:	_____				

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE	_____	_____	_____	_____

Basis of Recommendation: _____

Signed: Prisca Tomasi Date sent to SBD: 09/07/2021
 Date returned to SPD: _____

APPENDIX A – SCOPE OF SERVICES

The Contractor shall:

- a) Be responsible for the initial implementation and ongoing maintenance of any modules licensed as part of this Agreement. This includes the import and setup of all vehicles, equipment, and inventory inspections provided by the County to the Contractor, as well as any ongoing adjustments to these inspections upon request.
- b) Assign a Project Manager to work with the County during the implementation. The Project Manager shall be responsible for organizing the documents provided by the County, configuring the system to the requirements of the County, and determining timelines to deliver the completed system back to the County.

The County:

- a) Will provide the Project Manager all existing documentation for each inspection it wishes to include. The County shall have the opportunity to review and approve the system prior to the rollout.
- b) May license additional modules at any time. If additional modules are added during the first year of the initial term, PSTrax will honor any previous pricing provided. New modules added can be prorated to sync up with existing modules on the anniversary renewal invoice so only one invoice would be issued.
- c) May add as many users as necessary in the system at no additional cost. It is the responsibility of the County to provide the PSTrax Project Manager with a list of its users and the security access levels each person needs to have.
- d) May retrieve a copy of its data in digital format at any time during the term of this Agreement at no cost. All data input into PSTrax is owned by the County.
- e) May retrieve a copy of its data for up to 36 months after the termination of this Agreement by contacting the Contractor.
- f) Will have access to the system for the purpose of viewing and downloading its data.

Note:

- a) It is the responsibility of the County to ensure that all checks and inspection provided by the contractor comply with local and federal regulations, including but not limited to: NFPA guidelines, Department of transportation guidelines, manufacturer specifications, and the standard operating procedures of the authority having jurisdiction.

APPENDIX B – PRICE SCHEDULE

Module	Details	Annual License Fee*	One-Time Implementation Fee **
Critical Asset	Based on Agency with 100 Stations	\$25,000	\$25,000
Support (Unlimited)	Technical support and training	No Cost	No Cost
Configuration Changes (Unlimited/Ongoing)	County system configuration changes and support***	No Cost	No Cost
Total Price		\$25,000	\$25,000
*Includes software, hosting, support, training, ongoing changes			
**Includes project management, data import, configuration, training, rollout			
***Does not include custom development of features and functionality			

Notes:

- a) All training, technical support, and adjustments to any modules licensed in this Agreement are included as part of the annual software license fee.
- b) No additional fees for support/service shall be charged during the term of the Agreement, unless the scope of work increases.
- c) PSTrax does not charge a per-user-license fee.