

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New ☐ OTR ☐ Sole Source ☒ Bid Waiver ☐ Emergency

Previous Contract/Project No.

RFP07-0167FL
RFP07-0167FL-1(2)
RFP07-0167FL-2(2)

Contract

☐ Re-Bid ☐ Other: Access

LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No.:

RQLB1500001

TERM OF CONTRACT **3** YEARS(S) WITH **0** ONE-YEAR OTR

Requisition /Project Title:

Library Materials Recovery & Debt Collection Services

Description:

To establish a contract for materials recovery and debt collection services. Contractor will collect all outstanding library fees and materials on behalf of the Miami-Dade Public Library System (MDPLS). These services are essential to protecting MDPLS' investment in library books, digital media, and other printed materials utilized by patrons, and in ensuring that outstanding fines owed by patrons are paid in a timely manner.

Issuing Department: **ISD/PMSD**

Contact Person: **Marcia Casamayor**

Phone: **305-375-3859**

Estimate Cost:

GENERAL FEDERAL OTHER

N

N

Library District
Funds

Funding Source:

ANALYSIS

Commodity Codes: **94633**

Contract/Project History of previous purchases three (3) years

Check here **X** if this is a new contract/purchase with no previous history.

EXISTING

Contractor:

Unique Management Services, Inc.

Small Business Enterprise:

-

Contract Value:

\$249,000.00 - cost neutral. The Contractor will charge a fee of \$7.95 for each account transferred for collection. Monies will be recuperated when Contractor remits fines and fees, including the fee charged to each delinquent account to MDPLS.

Comments:

Continued on another page (s): ☐ Yes ☒ No

RECOMMENDATIONS

SBE

Set-aside

Sub-contractor goal

Basis of recommendation:

Signed: **Marcia Casamayor**

Date sent to SBD: **05/04/2015**

Date returned to DPM:



INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT SERVICES

Justification/Input Document for Non-Competitive Acquisition (Legacy Purchase)

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:	Library		
Contact Person:	Anna Rodriguez	Phone Number:	305-375-5701
Requisition No.:	ROLB1500001	Estimated Value:	\$249,000.00 (three year term)
Proposed Vendor:	Unique Management		
Previous Contract Number:	RFP07-0167FL RFP07-0167FL-1(2) RFP07-0167FL-2(2)	Previous Contract Value:	\$713,738.00

Purpose of the Purchase

Please describe your minimum requirements and the benefits of making the acquisition.

The Miami-Dade Public Library System (MDPLS) is in need of re-establishing an engagement with Unique Management Services, Inc. (Unique), which has previously provided MDPLS with debt collection services, including recovery of outstanding library books and materials, and outstanding library fines. These services are essential to protecting MDPLS' investment in library books, digital media, and other printed materials utilized by our patrons, and in ensuring that outstanding fines owed by patrons are paid in a timely manner.

MDPLS began using Unique in 2008 by accessing a Manatee County contract. However, it was determined in 2013 that Miami-Dade County could no longer access that contract due to the smaller size and scope of the Manatee County contract. Given our past engagement with Unique, the specialized collection services they provide to libraries and educational institutions throughout the country, and their success in recovering materials and fines during their prior engagement with Miami-Dade, it is of great operational and fiduciary importance for MDPLS to again have this service available.

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.

It is in the best interest of the County to waive competition, establishing a Legacy contract with Unique due to the specialized services they provide as a material recovery agency working exclusively with libraries, their past history working with Miami-Dade County, and their

experience and familiarity with the County's Integrated Library System (Polaris), through which Unique has previously demonstrated their ability to interface with the Polaris system and carry out required debt collection functions.

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.

Market Research identified two firms capable of providing the desired service and interfacing with the Library's Polaris system, Unique (discussed earlier) and Valley Connection Service.

Valley Collection Service does work with the Polaris system, however, they focus on a broader clientele beyond libraries, and, more importantly, located in Glendale, Arizona, they do not take customers outside of their area.

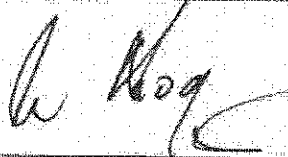
All other library systems that we contacted, including Lee County and Broward County, as well as the New York Public Library and Berkeley Public Library, currently use Unique.

Additionally, this issue was discussed with the Miami-Dade Finance Department to see if there was interest on their part to conduct collection services on behalf of the Library. However, due to our primary emphasis being materials recovery vs. fine recovery, such a partnership was not a good fit.

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.

Establish a Legacy contract for a three-year term.



Gia Arbogast, Interim Director
Miami-Dade Public Library System



Date Approved