

Memorandum



Date: July 11, 2022

To: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

From: Daniella Levine Cava *Daniella Levine Cava*
Mayor

Subject: Report Identifying any Contracts that have been Awarded by the Board but have not been Executed by the County Mayor and for which a Work or Purchase Order have not been Issued and any Two-step Procurements where the Proposers have been Shortlisted but not Evaluated During the Second Step – Directive No. 220656

This report is being presented in response to Resolution No. R-224-22, sponsored by Commissioner Danielle Cohen Higgins, adopted as amended by the Board of County Commissioners (Board) on March 1, 2022, directing the County Mayor or County Mayor's designee to prepare and provide written reports to the Board identifying contracts awarded by the Board but have not yet been executed by the County Mayor or County Mayor's designee; or contracts awarded by the Board for which a contract has been executed, but a work or purchase order have not been issued. The resolution further requires that the requested report also identify procurements that utilize a two-step process to shortlist proposers, and all instances where proposers have been shortlisted but not evaluated in the second step.

Summary

The Internal Service Department (ISD) Strategic Procurement Division (SPD) reviewed data for procurements awarded over the last three years. Of the 300 contracts reviewed, three contracts were found to have no Purchase Orders issued and 53 procurements requiring a two-step review only lacked a review of a short-listed firm in four instances where the firm withdrew from further consideration.

Report

The Internal Services Department (ISD) Strategic Procurement Division (SPD) has reviewed data for procurements awarded during the three-year period; 2019, 2020 and 2021. The data is based primarily on the parameters established by the Board, and at a minimum identifies a) the contracts awarded by the Board; b) effective and expiration dates of the contract; c) procurements where proposers were shortlisted in the two-step process; and d) instances where shortlisted proposers were not evaluated.

Therefore, the data captures all contracts awarded by the Board and for which the contracts have not yet been executed by the County Mayor or County Mayor's designees; or contracts awarded by the Board which a contract has been executed, however, a work or purchase order have not been issued; and instances in any two-step procurements where the proposers have been shortlisted but not evaluated during the second step. This report is for the following four departments: ISD, Miami-Dade Aviation (MDAD), Transportation and Public Works (DTPW), and Water and Sewer (WASD).

In 2021, the County implemented a new Enterprise Resource Planning (ERP) system (INFORMS) which migrated data from the legacy system (ADPICS) into INFORMS. Only data for active contracts was migrated into the new system. To gather and analyze data for this Resolution, staff worked with the INFORMS system team to extract data for active contracts from the current system and manually reconciled the Purchase Order (PO) issuance information in both current and legacy systems. As the County uses a different system for agenda process, if a contract that is approved by the Board but was not manually entered into legacy or current systems, there is no centralized way to automatically validate that the contracts are executed and active for use by departments. Departments were asked to validate the data manually to confirm the contracts are executed, are active in the system, and a work or purchase order was issued.

The contracts that expired prior to the migration were not analyzed. Staff did not find any contract that was approved by the Board but not executed by the Mayor or designee.

The staff reviewed over 300 contracts for the stated timeframe for the four departments. Of the contracts reviewed, the analysis showed that there are three contracts that have no PO issued by any County department as shown in the table below. It should be noted that WASD has issued a purchase order for all the contracts analyzed.

Contract Number (Effective and Expiration dates)	Contract Title	Award Value	Department	Reason why PO is not issued
FB-01358 (December 1, 2020 to November 30, 2025)	Protection Covering/Hurricane Shutters	\$2,462,000	MDAD and ISD	MDAD: Projects delayed due to COVID-19 ISD: For use during hurricanes only.
GRP0000085 (April 6, 2021 to April 5, 2026)	CIP215-DTPW19-DE (7)	\$5,500,000	DTPW	This is a work order-based contract and to date no work orders has been issued.
RFP-00499 (December 20, 2021 to December 19, 2036)	LED Smart Lighting	\$211,688,166	DTPW	The department is in the process of issuing a purchase order and notice-to-proceed to the vendor. The vendor has now complied with the contract insurance and bond requirements.

Further analysis shows there are 53 solicitations where a two-step procurement process was utilized. Five of these were Design-Build which require shortlisting, and 48 A&E Professional Services Contracts. In all 53 solicitations, all short-listed firms for the second step were evaluated except for four solicitations where firms withdrew after being shortlisted as shown in the below table. Reasons for withdrawing from the second step of the process included: Requesting that Local Preference be waived, failure to submit a Step 2 Technical and Price proposal, high level of risk, and unable to meet project timeframe. Staff proceeded with the procurement process for the remaining firms and contracts were awarded.

Contract Number	Description	Department
DB16-WASD-02	Design Services for the Construction of New Building at the Alexander Orr, Jr. Water Treatment Plant	WASD
DB18-WASD-02	Design-Build Services for the Construction of South and Central Wastewater Treatment Plants Sludge Thickening and Dewatering Buildings	WASD
CIP178-DTPW18-CT2/DB18-DTPW-01	Design-Build Services for Phase 2 of the Underline Project	DTPW
CIP155-DTPW19-DB/DB19-DTPW-01	Design-Build Services for the South Corridor (South-Dade Transitway) Rapid Transit Project	DTPW

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Pursuant to Ordinance No. 14-65, this report will be placed on the next available Board agenda, followed by subsequent reports every 60 days covering all departments. Should you require additional information, please contact Alex Muñoz, Director, Internal Services Department, at 305-375-5893 or Namita Uppal, Chief Procurement Officer, at 305-375-1574.

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