

# **Solicitation RTQ-00894**

## **IT Consulting Services**

### **Solicitation Designation: Public**



**Miami-Dade County**

## Solicitation RTQ-00894 IT Consulting Services

Solicitation Number RTQ-00894  
 Solicitation Title IT Consulting Services

Solicitation Start Date Apr 23, 2018 5:40:37 PM EDT  
 Solicitation End Date May 4, 2018 6:00:00 PM EDT

Solicitation Contact Juliana Manjarres  
 Procurement Contracting Officer 1  
 ISD - Procurement Management Services  
 305-375-3065  
 Juliana.Manjarres@miamidade.gov

Contract Duration See Specifications  
 Contract Renewal See Specifications  
 Prices Good for See Specifications

Solicitation Comments **This Request to Qualify (RTQ) will establish a List of Prequalified Vendors (List) that will be used to solicit Information Technology (IT) Consultants capable of providing a broad range of IT professional services for Miami-Dade County (County). Placement on the List is not a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this RTQ. It is the intent of this RTQ to identify and make available to the County, a List of pre-qualified vendors capable of providing a wide range of Information Technology (IT) Consultant Services. This List will assist authorized County departments in the acquisition of timely, reliable, high quality IT Consultant Services to support the County's technology work environment. Services that may be performed under this contract include but are not limited to the following:**

- **Project management;**
- **Staff augmentation;**
- **System Design;**
- **Multi-platform systems integration;**
- **Software programming, development and customization;**
- **Web development;**
- **Orientation and training;**
- **Data and media management;**
- **Network security, engineering, and technical support.**

### Item Response Form

Item RTQ-00894--01-01 - IT Consulting Services

Quantity 1 each

Prices are not requested for this item.

Delivery Location **Miami-Dade County**  
No Location Specified

Qty 1

**Description**

IT Consulting Services

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## SECTION 2

### SPECIAL TERMS AND CONDITIONS

#### **2.1** PURPOSE

This Request to Qualify (RTQ) will establish a List of Prequalified Vendors (List) that will be used to solicit Information Technology (IT) Consultants capable of providing a broad range of IT professional services for Miami-Dade County (County). Placement on the List is **not** a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this RTQ.

#### **2.2** DEFINITIONS

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

**List of Prequalified Vendors (List)** – Shall refer to business entities/individuals determined by the County's Internal Services Department, Procurement Management Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement on the List of Prequalified Vendors, and who may submit quotes/proposals, at the time of need.

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

**Submittal** - Shall refer to the forms submitted in response to this RTQ.

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

#### **2.3** TERM

This List 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, Procurement Management Division. The List shall expire on the last day of the 60 month.

#### **2.4** QUALIFICATION CRITERIA

Vendors shall submit all of the qualifying documents with their Submittal. However, the County may, at its sole discretion and in its best interests, allow vendors to supplement submitted documents in order to satisfy the prequalification criteria. It shall be the sole prerogative of the County to determine the number of vendors who will be included under the List of Prequalified Vendors. During the term of the RTQ, the County reserves the right to add and/or delete pre-qualified vendors.

Responsive, responsible vendors that meet the minimum qualifications shall be considered pre-qualified to participate in future competitions. Minimum qualifications are listed below:

2.4.1 Vendor must supply a copy of its current business tax receipt to demonstrate it maintains an office from which it conducts business.

2.4.2 Vendor must provide at least three (3) project references to demonstrate it is regularly engaged in IT Consulting Services. Each project reference supplied must have been completed in the last five (5) years. Each project reference must have a different Contact Person.

**2.5 INSURANCE**

In addition to the Insurance Requirements outlined in Section 1.22 of the General Terms and Conditions, vendors awarded a contract as a result of this pre-qualification pool may be required to provide Professional Liability Insurance in an amount not less than \$1,000,000 per claim. Certificates of Insurance will only be collected at the time of award of a resultant contract. Additional and/or revised insurance requirements may be required. Any change or addition in insurance requirements will be detailed in the spot market request for each project.

**2.6 SPOT MARKET QUOTES**

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

- Small Business Measures
- Warranty Requirements
- Liquidated Damages
- Living Wage

For federally funded 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
- Small Business Enterprises (SBE) Measure
- Local Certified Service-Disabled Veteran's Business Enterprise Preference
- First Source Hiring Referral Program
- Prompt Payment Terms
- Office of Inspector General Fee

**2.7 ADDITION OF VENDORS TO THE PREQUALIFICATION LIST**

Upon the establishment of the initial List, the County will accept prequalification applications on a quarterly basis through the County's electronic bidding system, [www.bidsync.com](http://www.bidsync.com). The dates when prequalification applications will be accepted will be released on the County's website [www.miamidade.gov](http://www.miamidade.gov).

### **SECTION 3** **SCOPE OF WORK**

#### **3.1 SCOPE OF WORK**

It is the intent of this RTQ to identify and make available to the County, a List of pre-qualified vendors capable of providing a wide range of Information Technology (IT) Consultant Services. This List will assist authorized County departments in the acquisition of timely, reliable, high quality IT Consultant Services to support the County's technology work environment. Services that may be performed under this contract include but are not limited to the following:

- Project management;
- Staff augmentation;
- System design;
- Multi-platform systems integration;
- Software programming, development and customization;
- Web development;
- Orientation and training;
- Data and media management;
- Network security, engineering, and technical support.

#### **3.2 SERVICES REQUESTED**

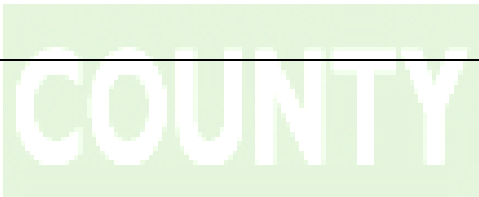
Examples of potential job descriptions may include (but are not limited to):

- Database Specialist
- IT Architects/Engineers
- IT Integration Specialist
- Programmer
- Application Development
- Project/Product Management
- Security Specialist
- Technical Writers
- Technicians
- Training
- Web Specialists

**SECTION 4 - SUBMITTAL FORM**

**VENDOR:** \_\_\_\_\_

<b>QUALIFICATION CRITERIA TO BE COMPLETED BY ALL VENDORS</b>	
Refer to the Qualification Criteria Section to ensure that Submittal and attachments comply with solicitation requirements	
<b>Vendor Requirements</b>	<b>Copy Attached</b>
Vendor must supply a copy of its current business tax receipt to demonstrate it maintains an office from which it conducts business.	<input type="checkbox"/>
Vendor must provide at least three project references to demonstrate it is regularly engaged in the Information Technology Consulting Services. Each project reference supplied must have been completed in the last five years. Each project reference must have a different Contact Person. Please refer to Section 4.3 - References.	<input type="checkbox"/>



**4.2 CONTACT INFORMATION**

<b>PRIMARY CONTACT (REQUIRED)</b>	
Name:	
Title and/or Job Function:	
Business Address:	
Local or Toll Free Telephone Number:	
Local or Toll Free Fax Number:	
Mobile Telephone Number:	
Pager Number (Optional):	
E-mail Address:	
<b>SECONDARY CONTACT (OPTIONAL)</b>	
Name:	
Title and/or Job Function:	
Business Address:	
Local or Toll Free Telephone Number:	
Local or Toll Free Fax Number:	
Mobile Telephone Number:	
Pager Number (Optional):	
E-mail Address:	



### 4.3 REFERENCES

Vendor must provide at least three project references to demonstrate it is regularly engaged in the Information Technology Consulting Services. Each project reference supplied must have been completed in the last five years. Each project reference must have a different Contact Person.

REFERENCE #1	
Company Name:	
Address:	
Contact Name:	
Telephone Number:	
Email Address:	

REFERENCE #2	
Company Name:	
Address:	
Contact Name:	
Telephone Number:	
Email Address:	

REFERENCE #3	
Company Name:	
Address:	
Contact Name:	
Telephone Number:	
Email Address:	



**Submittal Form**

Solicitation No. RTQ-00894		Solicitation Title: IT Consulting Services	
Legal Company Name (include d/b/a if applicable): <input style="width:95%;" type="text"/>	Federal Tax Identification Number: <input style="width:95%;" type="text"/>		
If Corporation - Date Incorporated/Organized : <input style="width:95%;" type="text"/>	State Incorporated/Organized: <input style="width:95%;" type="text"/>		
Company Operating Address: <input style="width:95%;" type="text"/>	City <input style="width:95%;" type="text"/>	State <input style="width:95%;" type="text"/>	Zip Code <input style="width:95%;" type="text"/>
Miami-Dade County Address (if applicable): <input style="width:95%;" type="text"/>	City <input style="width:95%;" type="text"/>	State <input style="width:95%;" type="text"/>	Zip Code <input style="width:95%;" type="text"/>
Company Contact Person: <input style="width:95%;" type="text"/>	Email Address: <input style="width:95%;" type="text"/>		
Phone Number (include area code): <input style="width:95%;" type="text"/>	Company's Internet Web Address: <input style="width:95%;" type="text"/>		

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.

Place a check mark here only if the Bidder has such conviction to disclose to comply with this requirement.

**LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "local business" is a business located within the limits of Miami-Dade County that has a valid Local Business Tax Receipt issued by Miami-Dade County at least one year prior to bid submission; has a physical business address located within the limits of Miami-Dade County from which business is performed and which served as the place of employment for at least three full time employees for the continuous period of one year prior to bid submittal (by exception, if the business is a certified Small Business Enterprise, the local business location must have served as the place of employment for one full time employee); and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

Place a check mark here only if affirming the Bidder meets the requirements for Local Preference. **Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.**

**LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:** For the purpose of this certification, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County.

Place a check mark here only if affirming the Bidder meets requirements for the Locally-Headquartered Preference (LHP). **Failure to complete this certification at this time (by checking the box) may render the vendor ineligible for the LHP.**

The address of the Locally-Headquartered office is:

**LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE CERTIFICATION:** A Local Certified Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

Place a check mark here only if affirming the Bidder is a Local Certified Veteran Business Enterprise. **A copy of the certification must be submitted with the bid.**

**SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (If Applicable)**

A Small Business Enterprise (SBE) must be certified by Small Business Development for the type of goods and/or services the Bidder provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-3111 or access <http://www.miamidade.gov/smallbusiness/certification-programs.asp>. The SBE must be certified by the solicitation's submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.

Is Bidder's firm a Miami-Dade County Certified Small Business Enterprise? Yes  No

If yes, please provide Certification Number:

**SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST:**

By executing this bid through a duly authorized representative, the Bidder certifies that the Bidder is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the Bidder is unable to provide such certification but still seeks to be considered for award of this solicitation, the Bidder shall execute the bid response package through a duly authorized representative and shall also initial this space:  In such event, the Bidder shall furnish together with its bid response a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The Bidder agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the Bidder is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

**IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR A PERIOD OF ONE HUNDRED AND EIGHTY (180) DAYS FROM DATE SOLICITATION IS DUE.**

**WAIVER OF CONFIDENTIALITY AND TRADE SECRET TREATMENT OF BID**

The Bidder acknowledges and agrees that the submittal of the Bid is governed by Florida's Government in the Sunshine Laws and Public Records Laws as set forth in Florida Statutes Section 286.011 and Florida Statutes Chapter 119. As such, all material submitted as part of, or in support of, the bid will be available for public inspection after opening of bids and may be considered by the County in public.

**By submitting a Bid pursuant to this Solicitation, Bidder agrees that all such materials may be considered to be public records. The Bidder shall not submit any information in response to this Solicitation which the Bidder considers to be a trade secret, proprietary or confidential.**

In the event that the Bid contains a claim that all or a portion of the Bid submitted contains confidential, proprietary or trade secret information, the Bidder, by signing below, knowingly and expressly waives all claims made that the Bid, or any part thereof no matter how indicated, is confidential, proprietary or a trade secret and authorizes the County to release such information to the public for any reason.

**Acknowledgment of Waiver:**

<b>Bidder's Authorized Representative's Signature:</b> <input type="text"/> *	<b>Date</b> <input type="text"/> *
<b>Type or Print Name</b> <input type="text"/> *	
<b>Type or Print Title *</b> <input type="text"/>	

**THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF THE BIDDER TO BE BOUND BY THE TERMS OF ITS OFFER. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY RESPONSE THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.**

<b>Bidder's Authorized Representative's Signature:</b> <input type="text"/> *	<b>Date</b> <input type="text"/> *
<b>Type or Print Name</b> <input type="text"/> *	
<b>Type or Print Title *</b> <input type="text"/>	

SOLICITATION NO.: RTQ-00894



MIAMI-DADE COUNTY, FLORIDA

R E Q U E S T T O Q U A L I F Y

TITLE:  
IT Consulting Services

FOR INFORMATION CONTACT:  
Juliana Manjarres, 305-375-3065, [Juliana.Manjarres@miamidade.gov](mailto:Juliana.Manjarres@miamidade.gov)

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

- READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.
- THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.
- FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.



## SECTION 1

### **GENERAL TERMS AND CONDITIONS:**

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These general terms and conditions are considered non-negotiable.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r18-1.pdf>

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### **NOTICE TO ALL BIDDERS/PROPOSERS:**

Electronic bids are to be submitted through a secure mailbox at BidSync ([www.bidsync.com](http://www.bidsync.com)) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at [www.bidsync.com](http://www.bidsync.com) within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

### **PLEASE NOTE THE FOLLOWING:**

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No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.

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## Question and Answers for Solicitation #RTQ-00894 - IT Consulting Services

### Overall Solicitation Questions

#### Question 1

We have a question regarding the following document requested. Will you please let us know what type tax of document (i.e. 1065 first page, IRS letter validating our address, or similar) you are looking for to validate our office address and if we can redact any sensitive information from it before submitting?

"Vendor must supply a copy of its current business tax receipt to demonstrate it maintains an office from which it conducts business." (Submitted: Apr 23, 2018 7:13:23 PM EDT)