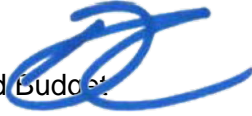


**Date:** September 9, 2022

**To:** Department Directors

**From:** David Clodfelter, Director  
Office of Management and Budget 

**Subject:** New Management Advisory Consulting Services (MACS) Pool

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A new Management Advisory Consulting Services (MACS) Pool has been established to provide expedited management consulting services to County Departments. The pool consists of pre-qualified firms eligible to propose on projects spanning a wide range of financial, operational, and general management consulting areas. Examples of potential project focus areas include strategic planning, program evaluation, business processes, Lean Six Sigma analysis, staffing, rates and fees, and cost allocation. Specific subject matter expertise, including aviation, public safety and utilities, for example, may also be requested for specific projects. A roadmap with a list of current pool members and details of the consulting services they offer is provided in Attachment A. This document is also be posted online through the County's INFORMS contract database available at:

<http://supplier.miamidade.gov>

The contract ID of **RTQ-01828** can be used to search the contract in the database under the "View Awarded Contract" section. Please note that the list of vendors may change over time as described below.

County departments may use the MACS Pool for consulting projects within the categories described above, provided the necessary expertise is available through the pool. Projects funded through the pool are limited to a maximum total award amount of \$760,000 over the initial term of four years, with an option to renew one additional year increasing the maximum cumulative allowable award amount to \$950,000.

### **Process for Adding New Vendors**

The new pool will remain open throughout the contract term and vendors may be added at any time provided they meet pre-defined minimum criteria, including the provision of past project references. Vendors should provide accurate contact information for project references and verify in advance that references will be provided to the County. No firm will be added to the pool without appropriate, confirmed references.

Vendors wishing to be added to the pool are required to complete the submittal packet provided in Attachment B and send a scan of the completed package via email to Prisca Tomasi of the Internal Services Department (ISD) at [prisca.tomasi@miamidade.gov](mailto:prisca.tomasi@miamidade.gov) This document can also be accessed online through the County INFORMS contract database referenced above. Prisca can also be reached at 305-375-1075 should you have any questions regarding the qualification process.

### **Pool Work Order Process**

Most MACS Pool services will be procured through a Work Order Proposal Request (WOPR): a quality or quality and price evaluation process, similar in nature to an abbreviated Request for

Proposals. Interested pool members will submit proposals responding to the requirements of the WOPR, and a County selection team will recommend Work Order awards based competitively on quality and price.

All work order solicitations will be reviewed for contract measures by Small Business Development prior to issuance. Approval of individual Work Orders by the Board of County Commissioners will not be required.

Departments interested in procuring the pool's services should first contact the Office of Management and Budget (OMB). If it is determined that the proposed project is a good fit and can be carried out through the pool with sufficient competition, OMB may assist the user department in preparing a solicitation instrument including scope of services and appropriate selection criteria. In most cases, user departments will coordinate the selection process in accordance with the Roadmap provided in Attachment A. Departments that require guidance in conducting a selection process may contact ISD-Strategic Procurement Division or successor department (Strategic Procurement Management).

If you are interested in procuring MACS Pool services, or have any questions regarding the pool, please contact Amy Horton-Tavera, OMB Coordinator, at (305) 375-4647 or [ahorton@miamidade.gov](mailto:ahorton@miamidade.gov).

Attachments:

Attachment A – Roadmap

Attachment B – Packet for Solicitation

c: Office of the Mayor Senior Staff