

May 12, 2000

Financial Affairs  
Richard H. Hinds, Chief Financial Officer

**SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FOR CONSULTING SERVICES FOR EVALUATION, DESIGN, AND IMPLEMENTATION OF THE DISTRICT'S ELECTRONIC PROCUREMENT SYSTEM**

Authorization is requested to issue a Request For Proposals (RFP), to select a professional national consulting firm with experience in evaluating, designing and implementing electronic procurement systems in the public/private sector. The firm selected will perform an independent review of the electronic procurement system of The School Board of Miami-Dade County, Florida.

The Bureau of Procurement and Materials Management seeks to significantly improve the competition, fairness and overall operational efficiency of the District's purchasing system, including Internet use and security. Additionally, the Bureau is exploring technology-based solutions that will automate many key functions within the purchasing division. Based on the review and evaluation, the Consultant will provide the Board with a report containing specific recommendations for improvement and, as appropriate, best practices pertaining to electronic purchasing.

The selection of the firm will be determined by a committee on the basis of several factors, including background, qualifications, and experience. The selection committee will consist of the following:

Associate Superintendent, Bureau of Procurement and Materials Management  
Representative, Division of Procurement Management  
Representative, Division of District Budgets  
Representative, Division of Business Development and Assistance  
Representative, Office of Information Technology  
Representative, Office of Compliance and Management Audit  
Member, Audit Committee

**REPLACEMENT**

**G-110**

The estimated timeline for implementation is as follows:

Procurement Contract Review Committee	May 11, 2000
Request Authorization to Issue RFP	May 17, 2000
Mailing of Request For Proposal	May 19, 2000
Pre-Proposal Conference	June 5, 2000
Opening of Proposal	June 22, 2000
Evaluation of Proposal	June 27, 2000
Oral Presentations (If Required)	July 10 -11, 2000
Recommendation for Award	July 19, 2000

A copy of the Request For Proposals will be transmitted to the School Board members under separate cover, prior to the School Board meeting of May 17, 2000, and will be available for inspection by the public, in the Office of the Board Recording Secretary, Room 924, and the Citizen Information Center.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, authorize the Superintendent to:

1. Authorize the Superintendent to issue a Request For Proposals for consulting services for evaluation, design, and implementation of the District's electronic procurement system; and
2. approve the establishment of a selection committee to evaluate the proposals submitted.

RHH/bj