

Business Operations
Paul R. Philip, Chief of Staff

**SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE REQUEST FOR
PROPOSAL TO PROVIDE FLEET MAINTENANCE MANAGEMENT
SOFTWARE**

COMMITTEE: BUSINESS AND FINANCIAL SERVICES

Authorization is requested for the Superintendent to issue a Request for Proposal (RFP) to obtain Fleet Maintenance Management Software for use in the Department of Transportation to employ a more technologically updated system. The Department of Transportation has undergone various audits during the past several years and each audit has identified the need to procure a new software system that will improve the efficiency of the department's management practices. This software is critical toward achieving departmental goals and will also satisfy many of the audit recommendations.

A committee will determine the selection of software based on the following criteria:

- Responsiveness of the proposal
- Compliance with all requirements and guidelines delineated in the RFP
- Expertise in Fleet Maintenance Management
- Financial viability
- Pricing structure and total cost to the district.

This committee will consist of:

- Six representatives from the Department of Transportation (one non-voting)
- Two representatives from the Office of Information Technology Services (one voting and one non-voting)
- One representative from the Office of School Operations ACCESS CENTER 6
- One representative from Broward County Schools, Dept. of Transportation, Vehicle Maintenance Division.
- One representative from Electronic Data Processing, Office of Internal Audit
- One representative from the Division of Procurement Management and Materials Testing (non-voting)
- One community representative
- One representative from Capital Construction Compliance Audits

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The estimated time for implementation is as follows:

Procurement Control Review Committee	Aug. 14, 2003
Request Authorization to Issue Request for Proposals	Aug. 20, 2003
Mailing of Request for Proposals	Aug. 22, 2003
Submission of Questions by Proposers	Sept. 5, 2003
Distribution of Responses to Questions	Sept. 9, 2003
Responses to RFP Due to District (no later than 2:00 p.m. E.S.T)	Sept. 18, 2003
Evaluation of Proposals	Sept. 25, 2003
Interviews/Demonstrations/Testing	Sept. 29, 2003
Recommendation to School Board for Award	Oct. 22, 2003

The appropriation for this item is included in the General Fund of the 2003-2004 Adopted Budget under Location 9230.

RECOMMENDED: That the School Board of Miami-Dade County, Florida:

1. Authorize the Superintendent to issue a Request for Proposal to select a Fleet Maintenance Management Software that shall not exceed \$300,000 and
2. Approve the establishment of a selection committee to evaluate proposals submitted.

PRF/JK:rr