

March 8, 2002

Business Operations
Joe Arriola, Chief Business Officer

SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSAL FOR FACILITIES PLANNING, BUDGET AND BUDGET CONTROL SYSTEM SOFTWARE DEVELOPMENT ASSISTANCE

In order to be in compliance with the OPPAGA, Auditor General, and Land Acquisition and Facilities Advisory Board requirements, it is necessary to request authorization to issue an RFP for system software development assistance. The system shall automate the budget, planning and project management processes of facilities construction and integrate existing systems in order to accomplish the following:

- Automate submission of the 5-year survey to DOE in a DOE-acceptable format.
- Extrapolate the 5-year work plan from the 5-year survey, district priorities and planning estimates.
- Produce the annual Capital Outlay budget.
- Maintain project life-to-date budget history and reconcile to the annual budgets.
- Obtain payment information from the MSAF system by project.
- Reconcile budget data from MSAF with the System.
- Provide up to date real time information reporting systems for all levels of management and the Board.

The selection of consultants is to be made by a committee on the basis of several factors including qualifications, ability to provide technical services and fee. The proposed members of the selection committee are:

- Representative, Bureau of Facilities Planning and Construction
- Representative, Division of Procurement Management
- Representative, Division of Business Development and Assistance
- Representative, Office of Information Technology
- Representative, Office of Compliance and Management Audit (Non-Voting)
- Representative, Department of Project Control
- Representative, Communications, Computing and Information Resources, Miami Dade Community College

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The estimated schedule for implementation of proposals is as follows:

Procurement Contract Review Committee	February 28, 2002
Request Board approval to issue RFP and approval of Selection Committee	March 13, 2002
Mailing of Request for Proposal	March 15, 2002
Pre-Proposal Conference	April 2, 2002
Opening of Proposals	April 14, 2002
Evaluation of Proposals	April 18, 2002
Oral Presentations	April 22, 2002
Recommendation to Board for Award	May 15, 2002

This will be funded from location 9109, program number to be created and fund to be determined.

A copy of the RFP will be provided to Board Members under separate cover prior to the School Board Meeting of March 13, 2002, and, will be available for inspection by the public in the Office of Board Recording Secretary and the Citizen Information Center.

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

- (1) authorize the Superintendent or his designee to issue a request for proposal for facilities planning, budget and budget control system software development assistance; and
- (2) approve the selection committee to evaluate proposals submitted.

JA:sma