



## Finance & Operations Committee

Monday, June 5, 2023  
3150 S.W. 3<sup>rd</sup> Avenue – 8<sup>th</sup> Floor  
The Children's Trust – Training Room  
9:30 a.m. – 11:00 a.m.

### AGENDA

#### Board of Directors

Kenneth C. Hoffman  
Chair  
Pamela Hollingsworth  
Vice-Chair  
Mark A. Trowbridge  
Treasurer  
Karen Weller  
Secretary

Edward Abraham, M.D.  
Laura Adams  
Matthew Arsenault  
Daniel Bagner, Ph.D.  
Hon. Dorothy Bendross-Mindingall, Ph.D.  
Ta'Myah Byars  
Morris Copeland  
Lourdes Diaz  
Victor Diaz-Herman  
Mary Donworth  
Richard P. Dunn II  
Gilda Ferradaz  
Hon. Norman S. Gerstein (Ret.)  
Lourdes P. Gimenez  
Nicole Gomez  
Valrose Graham  
Mindy Grimes-Festge  
Hon. Keon Hardemon  
Malou C. Harrison, Ph.D.  
Nelson Hincapie  
Marissa Leichter  
Annie R. Neasman  
Maria Norton  
Clara Lora Ospina, Psy.D.  
Hon. Orlando Prescott  
Javier Reyes  
Hon. Alex Rizo  
Hon. Isaac Salver

David Lawrence Jr.  
Founding Chair

James R. Haj  
President & CEO

County Attorney's Office  
Legal Counsel

#### 9:30 a.m. **Welcome and opening remarks**

Matthew Arsenault  
*Committee Vice Chair*

#### 9:35 a.m. **Public Comments**

Matthew Arsenault  
*Committee Vice Chair*

#### 9:45 a.m. **Approval of May 4, 2023, Finance & Operations Committee minutes summary** *(Addl. Items packet, Pgs. 3)*

Matthew Arsenault  
*Committee Vice Chair*

#### 9:50 a.m. **Review Children's Trust Investments**

James R. Haj  
*President/CEO*  
  
William Kirtland  
*Chief Financial Officer*

#### 10:05 a.m. **Preliminary Budget for FY 2023-24**

- *June 1 Ad-valorem tax estimate*

James R. Haj  
*President/CEO*  
  
William Kirtland  
*Chief Financial Officer*

#### 10:20 a.m. **Resolution**

Matthew Arsenault  
*Committee Vice Chair*

**Resolution 2023-A:** Authorization is being sought to waive the formal competitive procurement process and, contingent on the final merger, to enter into a contract agreement with Confident Clouds, LLC, as a result of a change in agency ownership from Merge IT, LLC to Confident Clouds, LLC, to ensure the continuous delivery of services, for a term of 12 months, commencing October 1, 2023 and ending September 30, 2024. *(Pgs. 4-5)*

**Resolution 2023-B:** Authorization to renew services and execute related agreements with multiple IT vendors in a total amount not to exceed \$1,888,268.00, inclusive of \$50,000.00 contingency for IT budgeted enhancement projects, for a term of 12 months, with two agreements commencing on October 1, 2023, and ending September 30, 2024; and request a waiver of the procurement policy. *(Pgs. 6-11)*

The public is allowed to comment on a specific agenda item but must register with the Clerk of the Board prior to being allowed to comment.

**Resolution 2023-C:** Authorization to negotiate and execute contracts with 6 providers, identified herein and selected following a competitive solicitation, in an amount not to exceed \$3,473,514.00, inclusive of a \$250,000.00 contingency for enhancement and unforeseen needs, for various terms and commencement dates as indicated below and subject to appropriation each year to support the infrastructure of The Children's Trust. *(Pgs. 12-16)*

10:40 a.m. **CEO Report**

James R. Haj  
President/CEO

- *Monthly Financial Statements*
- *Battle of the Books – July 13, 2023 (10 am – 12 pm)*  
*TCT summer camps across the county*
- *The Children's Trust Family Expo events:*
  - ✓ *Booker T. Washington Senior High School – July 22, 2023 (10 am – 3 pm)*  
*1200 NW 6th Ave, Miami, FL 33136*
  - ✓ *Miami Dade College Kendall Campus – July 29, 2023 (10 am – 3 pm)*  
*11011 SW 104th St, Miami, FL 33176*
  - ✓ *Florida Memorial University – August 5, 2023 (10 am – 3 pm)*  
*15800 NW 42nd Ave, Miami Gardens, FL 33054*

11:00 a.m. **Adjourn**

**Reminder:**  
**Next Committee Meeting: Monday, June 29, 2023**



**Finance & Operations Committee Meeting  
Summary of Actions Taken  
May 4, 2023  
9:33 a.m.**

**These actions were taken by the Finance & Operations Committee meeting held on May 4, 2023:**

**\*Please note that the number of board members fluctuate based on arrival and departure of some of them throughout the meeting.**

**Motion to approve the March 02, 2023, Finance & Operations committee meeting minutes was made by Hon. Norman Gerstein and seconded by Isaac Salver. Motion passed unanimously, 7-0.**

**Resolution 2023-A: Motion to recommend the resolution to the Board of Directors on May 15, 2023, was made by Isaac Salver and seconded by Hon. Norman Gerstein.** Authorization to negotiate and execute a contract with The Center for Social Change Inc., for match funding for the Community Based Care Alliance of Miami-Dade County (CBC Alliance), in a total amount not to exceed \$64,000.00, for a term of 12 months, commencing October 1, 2023, and ending September 30, 2024. **Motion passed, 6-0. Recusal by Nelson Hincapie.**

**Meeting adjourned at 10:16 a.m.**

## The Children's Trust Board Meeting

**Date: June 12, 2023**

**Resolution: 2023-A**

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**Strategic Plan Priority Investment Area:** Technology

**Strategic Plan Headline Community Results:** This investment supports all headline community results.

**Recommended Action:** Authorization is being sought to waive the formal competitive procurement process and, contingent on the final merger, to enter into a contract agreement with Confident Clouds, LLC, as a result of a change in agency ownership from Merge IT, LLC to Confident Clouds, LLC, to ensure the continuous delivery of services, for a term of 12 months, commencing October 1, 2023 and ending September 30, 2024.

**Budget Impact:** There is no budget impact for this action.

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**Background:** Merge IT, LLC, EIN 47-1985089, notified The Children's Trust of its pending merger with Confident Clouds, LLC, which will result in a change in ownership and organizational name to Confident Clouds, LLC. Through this change, Merge IT, LLC is absorbed as part of Confident Clouds, LLC, and will be a new entity with a new EIN, 43-2115977. The pending merger is in the final stages of closing and is expected to be completed in late September. The current contract is for a 12-month term ending September 30, 2023. Direct and management staffing will remain the same after the merger, and the company reports that services will not be interrupted.

**Request for Procurement Waiver (requires the approval of a 2/3 vote of board members present):** This requested action will ensure no interruption to the services provided by Merge IT, LLC. Services will continue to be implemented seamlessly as direct and management staff will remain the same after the merger. The Board's authorization to enter into a contract agreement with Confident Clouds, LLC is contingent upon the final merger.

**Geographic Area:** Countywide

The foregoing recommendation was offered by \_\_\_\_\_ who moved its approval. The motion was seconded by \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

The Chairperson thereupon declared the resolution duly passed and adopted this **12<sup>th</sup> day of June 2023.**

THE CHILDREN'S TRUST  
MIAMI-DADE COUNTY, FLORIDA

BY \_\_\_\_\_

SECRETARY

Approved by County Attorney for form and legal sufficiency \_\_\_\_\_

## The Children's Trust Board Meeting

**Date: June 12, 2023**

**Resolution: 2023-B**

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**Strategic Plan Priority Investment Area:** Technology

**Strategic Plan Headline Community Results:** This investment supports all headline community results.

**Recommended Action:** Authorization to renew services and execute related agreements with multiple IT vendors in a total amount not to exceed \$1,888,268.00, inclusive of \$50,000.00 contingency for IT budgeted enhancement projects, for a term of 12 months, with two agreements commencing on October 1, 2023, and ending September 30, 2024; and request a waiver of the procurement policy.

**Budget Impact:** Funding in the amount of \$1,888,268.00 for this resolution is projected to be available in FY 2023-2024.

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**Description of Services:** This resolution seeks funding to renew various services utilized for the operations of The Children's Trust and to enter into related agreements with the vendor and/or partners in the case where The Children's Trust is a member of or participant in a consortium/committee, such as SAMIS and Miami IDEAS Consortium. The services, vendors, and funding amounts are as follows:

Service	Vendor Name	Usage	Estimated Funding Amount (Indicating changes in funding from prior year, if applicable)
Microsoft Enterprise license and Adobe Creative Cloud	SHI International Corp.	Microsoft products for basic computer needs such as email and word processing. Adobe Creative Cloud for the creation of multimedia artifacts and enhanced PDF documents.	\$105,000.00
GPaaS	Confident Clouds (previous vendor was MergeIT)	Hosting, maintaining, and supporting The Children's Trust's accounting system.	\$121,000.00
GPaaS	Core Integrator	Hosting, maintaining, and supporting the document management systems that contain all spending-related documents and approvals prior to monies being spent.	\$25,000.00
Website Hosting	Webauthor.com, LLC	Hosting, maintaining, and enhancements of The Children's Trust's website to provide information to the general public.	\$80,400.00

<b>Service</b>	<b>Vendor Name</b>	<b>Usage</b>	<b>Estimated Funding Amount</b> (Indicating changes in funding from prior year, if applicable)
SAMIS	Florida Alliance of Children's Councils and Trusts (FACCT)	Fee for the utilization and maintenance of the Services and Activity Management Information System (SAMIS). The Children's Trust is a member of the SAMIS Collaborative, which refers collectively to the Statewide SAMIS Management Committee (SMC) and the SAMIS Management Group (SMG). The Florida Alliance of Children's Councils and Trusts (FACCT) is the SAMIS Collaborative's fiscal agent.	\$50,000.00
Trust Central	Webauthor.com, LLC	The consolidated software as a service solution that allows The Children's Trust and its funded providers to capture, track, and report information related to Program Metrics, Contracting, Solicitations, Records Management, Performance Measurement, and Customer Relationship Management. The Business Intelligences Reporting and the Integrated Data Repository allow the staff to extract and report on the data entered in Trust Central.	\$230,000.00
IT Infrastructure as a Service	BMK Media Consulting Corporation	IT Infrastructure Support providing the following managed services: host hardware, software, servers setup and maintenance, storage, network equipment, and other infrastructure components.	\$98,368.00 (increase of \$14,897.00)
Project Management Tool	Asana, Inc.	A project management tracking tool to support The Children's Trust priority projects, track progress, and monitor related tasks.	\$27,000.00
Internet Connection Services	AT&T	The dedicated managed circuits for internet access from The Trust's office.	\$26,000.00 <sup>1</sup>
CollaborNation	CypherWorx, Inc.	The Trust Academy Learning Management Content System (LMCS) used to track training given and taken by Trust staff and provider staff.	\$60,000.00 <sup>2</sup>
Health Office Anywhere	Frontline Technologies Group, LLC dba Frontline Education	Software as a service solution to track school-based health clinic encounters.	\$185,000.00 <sup>3</sup> (decrease of \$15,000)

Service	Vendor Name	Usage	Estimated Funding Amount (Indicating changes in funding from prior year, if applicable)
WELS	WELS System Foundation	Comprehensive programmatic data system for the Thrive by 5 early learning quality improvement system and A\$CEND salary supplement application. Provides full-time Help Desk support for A\$CEND.	\$365,500.00 <sup>4</sup> (increase of \$103,000)
Professional Development Registry (PDR)	Children's Forum	Data management system for tracking the accomplishments of the early learning workforce, including educational achievements, career advising activities, and scholarships.	\$365,000.00 <sup>4</sup>
Miami IDEAS (Integrating Data for Effectiveness Across Systems) Consortium for Children	University of Miami	This Integrated Data System provides the secure technical platform and software services for ongoing data acquisition and processing to link data across systems, inclusive of ensuring proper legal data sharing agreements and governance and providing data analysis and dissemination support.	\$150,000.00 <sup>5</sup>

<sup>1</sup>This item is funded from the operating expense budget line.

<sup>2</sup>This item is funded from the program and professional development budget line.

<sup>3</sup>This item is funded from the health and wellness budget line.

<sup>4</sup>This item is funded from the early childhood budget line.

<sup>5</sup>This item is funded from the research and evaluation budget line.

Additionally, The Children's Trust requests a \$50,000.00 contingency for IT budgeted enhancement projects or to be added to the agreements listed above, as needed, and the delegated authority to award these contingency funds. Projects are currently estimated at least one year before the projects start. As such, this contingency can cover additional costs incurred during the project that may not have been previously anticipated. This allows for greater flexibility when completing projects and ensures all necessary enhancements can be completed during the project timeline rather than waiting another fiscal year to meet required enhancements.

**Background:** The Children's Trust leases software services from several vendors. These software services are crucial to the daily business activities of staff by facilitating their ability to perform assigned tasks, including interacting with providers efficiently, capturing data, tracking funded program activities, and tracking overall program performance.

The requested budget has increased compared to last year due to increased costs for our IT infrastructure support provided by BMK Media Consulting Corporation. BMK has recently adjusted its pricing for all clients in response to economic changes, with the last price increase occurring in 2020. This adjustment will allow BMK to maintain its ability to provide quality services, and to continue to provide the following managed services: host hardware, software, server setup and maintenance, storage, network equipment, and other infrastructure components. In addition, WELS has increased its budget from last year due to the expanding its services to support a user application for streamlining the payment process for early childhood educators participating in the salary supplement program.



**Licenses and Permits:** The software services that are license payments are being presented for renewal following the procurement policy, Exemption to Formal Competitive Solicitation Process, G-9, Licenses and Permits for the operation of The Children’s Trust. The board previously approved these services, and their renewal allows for a continuation of The Children’s Trust operations. The Children’s Trust requests a procurement waiver for software services that are not licensed.

**Request for Procurement Waiver (requires approval of a 2/3 vote of board members present):** This resolution requests a waiver of the procurement process to negotiate and execute agreements with vendors for software solutions that were initially selected through a competitive solicitation and are now tailored to meet The Children’s Trust’s operational needs. Once the services were solicited, the staff at The Children’s Trust worked with the software vendors to customize the software, making it specific to The Children’s Trust use and concomitantly resulting in a software product adapted for The Trust. Due to the investment in time, effort, and funding, it is not practical or economical to solicit these services.

Additionally, two services (Project Management Tool and CollaborNation) were procured through a quote process per the procurement policy, and the Miami IDEAS Consortium was initially a match contract. The table below describes the procurement method and background for each service.

Software	Vendor Name	Procurement Method and Background
GPaaS	Confident Clouds	Procurement waiver: The vendor Merge IT was selected as part of a formal competitive procurement process, RFQ #2017-07, and approved at the June 2017 board meeting. Merge IT is changing agency ownership to Confident Clouds, but the services and personnel has remained the same.
GPaaS	Core Integrator	Procurement waiver: This vendor was selected as part of a formal competitive procurement process, RFQ #2017-07, and approved at the June 2017 board meeting.
Website Hosting	Webauthor.com, LLC	Competitive solicitation: This vendor was selected as part of a formal competitive procurement process, RFQ #2021-07, and approved at the October 2021 board meeting.
SAMIS	Florida Alliance of Children’s Councils and Trusts (FACCT)	Exemption G-9: This is the data collection software for the Children’s Services Councils, of which The Children’s Trust is a member.
Trust Central	Webauthor.com, LLC	Procurement waiver: This software is an extension of SAMIS and thus was selected for the additional enhancements that created Trust Central. This vendor is in the vendor pool established through RFQ #2017-06 and approved at the March 2017 board meeting.
IT Infrastructure as a Service	BMK Media Consulting Corporation	Procurement waiver: This vendor was selected as part of a formal competitive procurement process, RFQ #2020-30, and approved at the March 2020 Executive Committee meeting.
Project Management Tool	Asana, Inc.	Procurement waiver: This software was selected as part of a quote process as it was less than \$50,000.00.

Software	Vendor Name	Procurement Method and Background
Internet Connection Services	AT&T	Quotes: This service was selected as part of a quote process as it was less than \$50,000.00 and approved at the June 2020 board meeting.
CollaborNation	Cypherworx, LLC	Procurement waiver: This software was selected as part of a quote process as it was \$50,000.00 and approved at the October 2018 board meeting.
Health Office Anywhere (formerly known as Healthmaster)	Frontline Technologies Group, LLC dba Frontline Education (formerly known as Education Health, LLC dba Healthmaster)	Exemption G-9: This software was selected as part of a formal competitive procurement process, RFQ #2018-10, and approved at the October 2018 board meeting.
WELS	WELS System Foundation	Procurement waiver: This software was selected as part of a formal competitive procurement process, RFP #2015-05, and approved at the May 2015 board meeting as part of the Early Learning Coalition award. In March 2019, it was approved through a procurement waiver.
Professional Development Registry (PDR)	Children's Forum	Procurement waiver: This software was selected as part of a formal competitive procurement process, RFP #2016-07, and approved at the May 2016 board meeting as part of the Children's Forum award. It was subsequently approved in March 2019, through a procurement waiver.
Miami IDEAS Consortium for Children	University of Miami	Procurement waiver: This software was initially created through a partnership with the University of Miami, Miami-Dade County Public Schools, The Children's Trust, Early Learning Coalition of Miami-Dade/Monroe, and the Miami-Dade County Community Action and Human Services Department Head Start/Early Head Start program, which was funded by the U.S. Department of Education's Institute of Education Sciences (IES).  The Children's Trust funding began in March 2018 (Resolution #2018-41) to sustain the continuation of the software created by the federal funding.

The foregoing recommendation was offered by \_\_\_\_\_ who moved its approval. The motion was seconded by \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

The Chairperson thereupon declared the resolution duly passed and adopted this **12<sup>th</sup> day of June 2023.**

THE CHILDREN'S TRUST  
MIAMI-DADE COUNTY, FLORIDA

BY \_\_\_\_\_

SECRETARY

Approved by County Attorney for form and legal sufficiency \_\_\_\_\_

# The Children's Trust Board Meeting

**Date: June 12, 2023**

**Resolution: 2023-C**

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**Strategic Plan Priority Investment Area:** Administrative/Operational

**Strategic Plan Headline Community Results:** This investment supports all headline community results.

**Recommended Action:** Authorization to negotiate and execute contracts with 6 providers, identified herein and selected following a competitive solicitation, in an amount not to exceed \$3,473,514.00, inclusive of a \$250,000.00 contingency for enhancement and unforeseen needs, for various terms and commencement dates as indicated below and subject to appropriation each year to support the infrastructure of The Children's Trust.

**Budget Impact:** Funding in the amount of \$3,473,514.00 for this resolution is projected to be available in the years indicated.

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**Background:** On January 23, 2023, the board approved resolution #2023-18 to issue multiple Requests for Proposals (RFPs) to support the infrastructure of The Children's Trust as follows:

- RFP #2023-04 Integrated Data Repository (IDR)/Data Visualization Services, issued on February 23, 2023;
- RFP #2023-05 Website Development Services, issued on February 24, 2023;
- RFP #2023-06 Finance and Accounting Software, issued on February 28, 2023;
- RFP #2023-07 Human Resources Management, Benefits and Payroll Services Solutions, issued on February 28, 2023;
- RFP #2023-08 Financial Auditing Services, issued on March 21, 2023; and
- RFP #2023-12 Office Redesign, issued on March 21, 2023.

The information and data collection systems currently being utilized by The Children's Trust have been in place for an extended period. In September 2022, an organizational assessment was conducted for the Finance and Human Resources departments, supporting the need to explore more current industry standards and available solutions to ensure The Trust utilizes the most up-to-date systems. Additionally, the Trust also assessed the Trust's website, Integrated Data Repository (IDR), and data visualization capabilities, taking into consideration that the future trajectory desired by The Trust is to increase the use of data and enhance communication with the community. The outcome of these assessments supported the need to investigate replacement systems and to update processes used by each department, as further described below.

Further, the imminent conclusion of the five-year agreement with the current provider of The Trust's financial auditing services required the release of a competitive solicitation to ensure continued compliance with Florida Statutes and board policy. And, lastly, to support The Children's Trust in the implementation of Phase II of its office redesign, it sought out vendors to support its efforts to modernize workspaces for Trust employees by the start of the 2023-24 fiscal year.

**Description of Services:** This resolution authorizes The Children’s Trust to negotiate and execute contracts with multiple providers across the core business systems and services listed in the tables below.

**Finance and Accounting Software & Human Resources Management, Benefits and Payroll Services Solutions** – The Finance and Human Resources Departments worked with representatives from all Trust departments and outside consultants to develop the scope of services released in the RFPs. A review committee comprised of Trust staff members, and a Technology Design & Solutions technical advisor and advisors from outside consultants oversaw the selection process. The process consisted of initial reviews of submitted proposals using a standard scoring matrix to analyze vendors’ ability to perform the identified key business processes. Six applications were submitted in response to the Finance and Accounting RFP, and four were submitted in response to the Human Resources Management, Benefits and Payroll Services RFP. The top proposals advanced to a final review that utilized a matrix to evaluate vendors’ demonstration/presentation of requested functions and a budget analysis. Three applicants advanced to final review for Finance and Accounting, and three applicants advanced for Human Resources Management, Benefits and Payroll Services. The scores from the final reviews identified the vendor that met the scope of services sought by The Trust and that provided the best value for the services proposed.

Finance and Accounting Software applicants with qualifying responses:

- Gelman, Rosenberg & Freedman
- Netsuite, Inc. (Recommended Vendor)
- OnActuate Consulting U.S., Inc.
- Sage Intacct, Inc.
- Tyler Technologies, Inc.
- Warren Averett Technology Group, LLC

Human Resources Management, Benefits and Payroll Services Solution applicants with qualifying responses:

- AlphaStaff Group, Inc. (Current Vendor)
- Automatic Data Processing, Inc.
- Paycom Payroll, LLC (Recommended Vendor)
- UKG, Inc.

**Auditing Services** – As required by Florida Statutes, an external independent financial audit of The Children’s Trust financial statements must be performed within nine months after the end of the fiscal year. The Finance Department, in conjunction with the Finance and Operations Committee of the Board, developed the scope of services released in the RFP to identify a vendor to perform a financial audit in accordance with auditing standards; review and make recommendations for required note disclosures for The Children’s Trust Annual Comprehensive Financial Report (ACFR); issue reports and schedules following the completion of the financial audit; and provide guidance on governmental accounting standards. A team comprised of the Chief Financial Officers from three Children’s Services Councils and two certified public accountants performed reviews of two submitted proposals using a standard scoring matrix to analyze vendors’ ability to perform the key business processes noted in the RFP. The review scores and a budget analysis identified the vendor that met the scope of services sought by The Trust and provided the best value for the services proposed.

Auditing Services applicants with qualifying responses:

- Caballero Fierman Llerena & Garcia, LLP (fka Alberni Caballero & Fierman, LLP)

- MSL, P.A. (Recommended Vendor)

**Website Development Services** – The Communications Department worked with representatives from all Trust departments to develop the scope of services released in the RFP. A review committee comprised of Trust staff members, including a Technology Design & Solutions technical advisor, were part of the selection process. The process consisted of initial reviews of five submitted proposals using a standard scoring matrix to analyze vendors’ ability to perform the identified key business processes. The top two proposals advanced to a final review that used a matrix to evaluate vendors’ demonstration/presentation of requested functions and a budget analysis. The scores from the final reviews identified the vendor that met the scope of services sought by The Trust and that provided the best value for the services proposed.

Website Development Services applicants with qualifying responses:

- Agencia Central, LLC
- Ariadna Communications Group
- Cappen Group, LLC
- Pacific54
- SilverLogic, LLC (Recommended Vendor)

**Integrated Data Repository (IDR)/Data Visualization Services** – The Technology Design & Solutions Department worked with representatives from all Trust departments to develop the scope of services released in the RFP. A review committee comprised of Trust staff members oversaw the selection process. The process consisted of initial reviews of six submitted proposals using a standard scoring matrix to analyze vendors’ ability to perform the identified key business processes. The top three proposals advanced to a final review that used a matrix to evaluate vendors’ demonstration/presentation of requested functions and a budget analysis. The scores from the final reviews identified the vendor that met the scope of services sought by The Trust and that provided the best value for the services proposed.

IDR/Data Visualization Services applicants with qualifying responses:

- BIX Tech Corp.
- Kaufman, Rossin & Co.
- Mathematica, Inc.
- NetSuite, Inc.
- System Soft Technologies, Inc. (Recommended Vendor)
- Webauthor.com, LLC (Current Vendor providing limited scope in this area)

**Office Redesign** – Over the past several years, The Children’s Trust has been defining how the new work environment should be designed to be most effective and efficient. In June 2022, the board approved the use of capital dollars to complete Phase I of The Trust’s office redesign. The Operations Department worked with representatives from all Trust departments to develop the scope of services associated with Phase II of the office redesign, which was subsequently released in the RFP. A review committee comprised of Trust staff members oversaw the selection process. The process consisted of reviews of three submitted proposals using a standard scoring matrix to analyze vendors’ ability to provide equipment aligned with the vision of The Children’s Trust. The review scores and a budget analysis identified the vendor that provided the best value for the services proposed.

Office Redesign applicants with qualifying responses:

- Empire Office, Inc. (Recommended Vendor)
- Office Express Supplies, Inc.

- Poppin, Inc.

This resolution authorizes The Children’s Trust to contract with the vendors identified below to provide services in the respective areas of need.

RFP	Recommended Vendor	Five- Year Total Cost of Ownership							Contract Period
		July - Sept. 2023	Year 1 2023-2024	Year 2 2024-2025	Year 3 2025-2026	Year 4 2026-2027	Year 5 2027-2028	Total Amount Not to Exceed	
2023-04 IDR/Data Visualization Services	System Soft Technologies, Inc.	\$84,247.33	\$252,894.67	\$324,342.00	\$339,342.00	\$276,600.00	\$276,600.00	\$1,554,026.00	July 1, 2023 - Sept. 30, 2028
2023-05 Website Development Services	SilverLogic, LLC	\$152,535.00	\$156,345.00	\$86,400.00	\$86,400.00	\$86,400.00	\$86,400.00	\$654,480.00	July 1, 2023 - Sept. 30, 2028
2023-06 Finance/Accounting Software Solutions	NetSuite, Inc.		\$191,974.00	\$70,605.00	\$58,581.00	\$71,546.00	\$72,506.00	\$465,212.00	Oct. 1, 2023 – Sept. 30, 2028
2023-07 HR Management, Benefits, Payroll Services Solutions	Paycom Payroll, LLC.	\$5,973.06	\$38,858.04	\$38,858.04	\$40,412.36	\$40,412.36	\$40,412.36	\$204,926.22	July 1, 2023 - Sept. 30, 2028
2023-08 Financial Auditing Services	MSL, P.A.		\$33,500.00	\$34,485.00	\$35,540.00	\$36,585.00	\$37,680.00	\$177,790.00	Aug. 1, 2023 - July 30, 2028
2023-12 Office Redesign	Empire Office, Inc.	\$167,078.87	N/A	N/A	N/A	N/A	N/A	\$167,078.87	July 1, 2023- Sept. 30, 2023

Additionally, The Children’s Trust requests a \$250,000.00 contingency for budgeted enhancement projects or unforeseen needs post award, as well as the delegated authority to utilize these contingency funds as needed over the contract periods indicated above. Projects were scoped and estimated during the procurement process. As such, this contingency can cover additional costs incurred during project implementation and the five-year life cycle. Further, this contingency will be combined with the existing contingency in the IT budget to allow for greater flexibility for project deployments, maintain continuity of systems during the transition period, and ensures all necessary enhancements and integrations can be completed within the initial project timelines.

**Geographic Area:** Countywide

The foregoing recommendation was offered by \_\_\_\_\_ who moved its approval. The motion was seconded by \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

The Chairperson thereupon declared the resolution duly passed and adopted this **12<sup>th</sup> day of June, 2023.**

THE CHILDREN'S TRUST  
MIAMI-DADE COUNTY, FLORIDA

BY \_\_\_\_\_

SECRETARY

Approved by County Attorney for form and legal sufficiency\_\_\_\_\_