



## City of Hallandale Beach City Commission Agenda Cover Memo

| Meeting Date:   | File No.:   | Item Type:  |   | 1 <sup>st</sup> Reading   | 2 <sup>nd</sup> Reading  |
|---|---|---|---|---|--------------------------|
| <b>8/6/2025</b>   | <b>25-248</b>   | <input checked="" type="checkbox"/> <b>Resolution</b><br><input type="checkbox"/> <b>Ordinance</b><br><input type="checkbox"/> <b>Other</b> | Ordinance Reading   | <b>N/A</b>  | <b>N/A</b>               |
|   |   |   | Public Hearing  | <input type="checkbox"/>  | <input type="checkbox"/> |
|   |   |   | Advertising Required  | <input type="checkbox"/>  | <input type="checkbox"/> |
|   |   |   | Quasi-Judicial:   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Fiscal Impact (\$):   | Account Balance (\$):   |   | Funding Source:   | Project Number:   |                          |
| <b>\$250,000</b>  | <b>\$350,921</b>  |   | <b>1910.534010</b>  | <b>C1912</b>  |                          |
| Contract Required:  | P.O. Required:  | RFP/RFQ/Bid Number:   | Sponsor Name:   | Department:   |                          |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <b>RFP # FY 2024-2025-25<br/>Records<br/>Archival and<br/>Management</b>  | <b>Jenorgen Guillen,<br/>City Clerk</b>                       | <b>City Clerk's Office</b>  |                          |
| Strategic Plan Focus Areas:   |   |   |   |   |                          |
| <input type="checkbox"/> <b>Fiscal Stability</b>                    | <input checked="" type="checkbox"/> <b>Resident Services</b>        | <input type="checkbox"/> <b>Public Safety</b>   | <input type="checkbox"/> <b>Infrastructure &amp; Mobility</b> | <input type="checkbox"/> <b>Economic Development &amp; Affordable Housing</b> |                          |
| Implementation Timeline:  |   |   |   |   |                          |
| Estimated Start Date: 10/1/2025                                     |   |   | Estimated End Date: 9/30/2030                                 |   |                          |

### SHORT TITLE:

**A RESOLUTION OF THE MAYOR AND CITY COMMISSION  
 OF THE CITY OF HALLANDALE BEACH, FLORIDA,  
 AWARDING BID # FY 2024-2025-25 RECORDS ARCHIVING  
 AND MANAGEMENT TO GLOBAL SOLUTIONS GROUP, INC  
 IN AN AMOUNT NOT TO EXCEED TWO HUNDRED AND  
 FIFTY THOUSAND (\$250,000) DOLLARS FOR A TERM OF  
 FIVE-YEARS; AND PROVIDING FOR AN EFFECTIVE DATE.**

## **STAFF SUMMARY:**

### **Summary:**

This agenda item seeks City Commission approval to award Request for Proposal (RFP) #FY 2024-2025-25 Records Archival and Management to Global Solutions Group, Inc. as the highest ranked firm, in an amount not to exceed \$250,000. The City Clerk's Office proposed implementing the Citywide Records Modernization and Compliance Initiative as presented to the City Commission, via memorandum, on May 12, 2025, Exhibit 4. Staff further requests Commission approval authorizing the City Clerk to negotiate and execute an agreement for five (5) years for a not-to-exceed amount of \$250,000.

### **Background:**

On February 21, 2024, the City Commission approved a professional services agreement to modernize the Records Management Program. The City's records management practices had remained largely unchanged since the adoption of the 2011 Records Management Plan. Over time, outdated processes and decentralized storage made it challenging to manage records efficiently and to respond to requests in a timely manner. Compliance with state law and industry-wide best practices was also identified as a gap in the current process that required immediate attention. This resulted in the update of the 2011 Records Management Plan and the launching of a comprehensive citywide assessment to inventory, organize, and digitize records across all departments. This work provided insight into the volume and complexity of records citywide and the need for enhanced efforts and resources.

On May 12, 2025, the City Commission was advised, via memorandum, of the proposed Citywide Records Modernization and Compliance Initiative to address the findings from previous efforts. As noted in the memorandum, the need to manage a critical portion of the City's overall records, approximately 1.7 million documents, through comprehensive indexing, digitization, and systematic organization across multiple departments was identified. It was also noted that this undertaking represented only a fraction of the broader citywide inventory and that this would lay the foundation for future phases of comprehensive record modernization. The estimated cost to complete this phase was projected at approximately \$351,000. See Exhibit 4.

The total estimated project cost encompasses document digitization, archival organization, implementation of standardized digital records procedures, and staff training, all of which are aligned with the newly developed 2024 Records Management Plan.

### **Current Situation:**

On June 8, 2025, the City Commission approved a budget amendment that included \$350,921 to fund the proposed initiative.

On June 12, 2025, the City issued Request for Proposal (RFP) #FY 2024-2025-25 for Records Archival and Management. The scope of work included in the RFP was developed as a best-estimate framework, derived from a broad, generalized observation of current records management practices across all departments. At the time, these

practices were identified as outdated, inconsistent, and lacking standardization. This generalized approach was necessary to initiate market research and solicit viable solutions from qualified vendors, with the understanding that the scope would be further refined as the project progressed and the discovery and assessment phases were completed.

The RFP requested an hourly and unit rate for the services that would be needed, as the amounts are undetermined.<sup>1</sup> The resulting rate proposal were less than estimated by the market research. Given the scope outlined in Exhibit 3, the City Clerk's Office recommends a five-year contract in the amount of \$250,000.

### **RFP Statistics and Timeline:**

#### **Responsive Firms (in order first highest ranked to lowest ranked)**

| <b><u>Global Solutions Group, Inc</u></b> | <b><u>Rank</u></b>  | <b><u>Evaluation Points</u></b> | <b><u>Variances</u></b> | <b><u>Legal Proceedings</u></b> |
|---|---------------------|---------------------------------|-------------------------|---------------------------------|
|   | <b>1</b>            | <b>318.56</b>                   | <b>None</b>             | <b>None</b>                     |
|   | <b><u>MQR 1</u></b> | <b><u>MQR 2</u></b>             |                         |                                 |
|   | <b><u>Met</u></b>   | <b><u>Met</u></b>               |                         |                                 |

  

| <b><u>Black's Business Systems, Inc DBA Services On-Site</u></b> | <b><u>Rank</u></b>  | <b><u>Evaluation Points</u></b> | <b><u>Variances</u></b> | <b><u>Legal Proceedings</u></b> |
|--|---------------------|---------------------------------|-------------------------|---------------------------------|
|  | <b>2</b>            | <b>190.15</b>                   | <b>None</b>             | <b>None</b>                     |
|  | <b><u>MQR 1</u></b> | <b><u>MQR 2</u></b>             |                         |                                 |
|  | <b><u>Met</u></b>   | <b><u>Met</u></b>               |                         |                                 |

### **Timeline of RFP**

Release Date of RFP – June 12, 2025:

The release notice for the RFP was sent to over eight hundred (800) vendors including, vendors from the City's Vendor list and pertinent vendors that have a City Business Tax License to operate in the City.

The RFP was also advertised on:

- Hallandale Beach Chamber of Commerce website,
- City's website,
- DEMANDSTAR.com/Euna OpenBids,
- Miami Minority Business Development Agency Business Center,
- U.S. Small Business Administration,
- Broward County Community Relations and Outreach Section Office of Economic and Small Business Development.

Non-Mandatory Pre-Proposal Conference – June 23, 2025:

Two (2) firms attended the Pre-proposal Conference.

Last Day for Questions for this project – June 24, 2025 by 5:00 PM

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<sup>1</sup> A standardized formula to evaluate unit pricing, which yielded an estimated cost of \$71,850. This figure is merely a tool for cost comparison and is unrelated to the total scope of work that will be necessary for full execution. The amounts were based on the presently known needs of a limited number of departments.

Responses Due – July 10, 2025 by 11:00 AM  
Evaluation Committee – July 28, 2025:

The Evaluation Committee, appointed by the City Manager, was composed of the following individuals:

- Jenorgen Guillen, City Clerk
- April Manning, Assistant City Clerk
- Jean Dolmuz, Assistant Director of Innovation Technology
- Captain Aaron Smith, Police Department

**Why Action is Necessary:**

Pursuant to Code of Ordinances, in accordance with Procurement Code Section 23-4, Competitive bidding required, all purchases of and contracts for equipment, supplies and contractual services, when the estimated cost shall exceed \$50,000.00 shall be based on competitive bids. Furthermore, Section 23-6, Award of contract, the City Manager, shall have the authority to recommend to the City Commission award of contracts.

**Cost Benefit:**

The City faces significant annual costs in responding to public records requests. There is also an incalculable cost to the loss of efficiency in operations when information from records is not readily available. This initiative will streamline access to records across departments, reduce administrative burden, and improve the City's ability to respond to public records requests in a timely and accurate manner. Digitizing and indexing existing records will reduce physical storage needs and enhance document preservation, particularly for high-priority legal and historical records.

**STAFF RECOMMENDATIONS:**

The City Commission considers the attached Resolution.

**PROPOSED ACTION:**

The City Commission considers the attached Resolution.

**ATTACHMENT(S):**

Exhibit 1 – Proposed Resolution  
Exhibit 2 – RFP # FY 2024-2025-25 Records Archival and Management  
Exhibit 3 – Proposal from Highest-Ranked Firm  
Exhibit 4 – City Clerk Memo to Commission  
Exhibit 5 – Award Information Memorandum  
Exhibit 6 – Summary Rating Sheet