

INQ W-36

Walker, Ardyth (COE)

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**From:** Walker, Ardyth (COE)  
**Sent:** Tuesday, May 27, 2003 11:04 AM  
**To:** Siddiqui, Sheila (MDCR) (305) 229-7551  
**Subject:** RE: Trip Authorization Request

As I stated in my prior opinion, it is preferable for the department to pay for the trip. When the vendor pays for a negotiation trip, it raises, at a minimum, the appearance of a conflict of interest. However, the Conflict of Interest and Code of Ethics ordinance does not prohibit the department from allowing the vendor to pay for the trip. If the vendor pays for the trip, the employee should file a gift disclosure form for the amount of the trip. Please call me at 35-0616 if you have additional questions.

-----Original Message-----

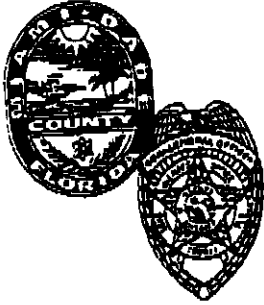
**From:** Siddiqui, Sheila (MDCR) (305) 229-7551  
**Sent:** Monday, May 26, 2003 1:17 PM  
**To:** Walker, Ardyth (COE)  
**Subject:** Trip Authorization Request

Good Afternoon Ms. Walker,

I am inquiring if you have received the fax I sent to you after our conversation On May 22, 2003. Your review and response will be greatly appreciated. We want to ensure we are following all proper rules and guidelines.

Thanks,  
Sheila Siddiqui

FACSIMILE TRANSMITTAL



MIAMI-DADE COUNTY  
CORRECTIONS AND  
REHABILITATION DEPARTMENT

DIRECTOR'S OFFICE  
8660 West Flagler Street  
Miami, FL 33144

Date: 5/21/03

Time: \_\_\_:\_\_\_

To: Ms. A. Walker  
Ethics Commission

From: SHEILA SIDDIQUI (305) 229-7551

Contents: INFORMATION ON A TRIP AUTHORIZATION  
- Need clarification + guidance (AND a prior case)

Comments: Per our phone conversation


Number of Pages (Including this one): \_\_\_\_\_

If you do not receive all the pages listed above, please call:  
Marionette Starke at (305) 229-7563

# MEMORANDUM

**To:** Sheila Siddiqui, Assistant Director  
Planning & Program Services  
Corrections & Rehabilitation Department

**Date:** May 12, 2003

**From:**  Lt. James Brannock  
Inmate Commissary/Inmate Industries  
Corrections & Rehabilitation Department

**Subject:** Trip Authorization

Keefe Commissary Network has invited me to fly to St. Louis, at their expense, in order to complete negotiations regarding the upgraded computer equipment they will provide in the event we choose to renew our contract for commissary services.

As you are aware, our contract with Keefe expires October 15, 2003. The contract contains provisions for five, one year renewals at the option of the County. Keefe has recognized the need for a significant upgrade in the equipment currently used by the Department. They have indicated that they would be willing to finance the purchase of this equipment in conjunction with renewal of the contract.

We have completed a survey of all of the users of the system, and have determined their requirements regarding upgraded and additional equipment. We are now prepared to meet with Keefe and present their request.

The purpose of this trip would be to finalize these negotiations and come away with an agreement which details the County's expectations in the event we choose to renew our contract. There will be no commitment to renew the contract at this time. Instead, we will come away with an agreement with Keefe which will detail the upgrades the Department will require should we choose to renew. This will allow the Department the flexibility to determine the future of the Commissary at a later date.

In the event that you approve this request, I would depart for St. Louis on June 1, 2003, and return June 4, 2003. Should you have any questions, or require any additional information, feel free to contact me at your convenience.

Approved	Date	Disapproved
_____ Sheila Siddiqui Assistant Director	_____	_____ Sheila Siddiqui Assistant Director
_____ Charles McRay Deputy Director	_____	_____ Charles McRay Deputy Director
_____ Lois Spears Director	_____	_____ Lois Spears Director

**MEMORANDUM**

**To:** Todd Denison  
Keefe Commissary Network

**Date:** May 15, 2003

**From:**  Lt. James Brannock  
 Ricardo Ortega  
Corrections & Rehabilitation Department

**Subject:** Computer Upgrades

The following list details the computer system upgrades and additions Miami-Dade County will require in the event it is determined to exercise our option to renew our contract with Keefe Commissary Network for the provision of commissary and inmate barking services for the Corrections & Rehabilitation Department.

- 50 Dell Dimension 4550 computer systems with DDR SDRAM upgraded from 128 mb. to 256 mb.
- 6 Dell Dimension XPS computer systems with DDR SDRAM upgraded from 256 mb to 512 mb and a DVD-RW added.
- 2 IBM Think Pad R40's with DDR SDRAM upgraded from 256 mb to 512 mb. and docking stations.
- 1 Protege 3500 Tablet PC
- 1 Dell Inspiron 5100 laptop
- 10 Electronic Signature capture pads with software
- 1 Scanning Software for paperless finance office.
- 1 Nextel I 90 c mobile phone

We are certain that you share our desire to provide the most effective and efficient service possible to our clients and partners, and we feel that these upgrades and additions will significantly improve our ability to achieve this goal.

It is our hope that we can quickly agree on this matter so that we can move forward with the contract renewal process. Should you have any questions, feel free to contact us as necessary.

cc: S. Siddiqui, Assistant Director  
A. Dawsey, Assistant Director

**" We Serve To Make A Difference"**

METROPOLITAN DADE COUNTY — TRAVEL REQUEST

T# \_\_\_\_\_

DEPT. CONTACT PERSON Linda H. Garrett PHONE (305)229-7594

INDEX CODE N/A DATE May 15, 2003

NAME James Brannock TITLE Lieutenant

DEPARTMENT Corrections & Rehabilitation DIVISION Planning & Program Services/ <sup>Tomate</sup> Commissary

DESTINATION St. Louis, Missouri TRAVEL AGENCY/I.D. NUMBER N/A

MODE OF TRANSPORTATION Airlines

DATES OF TRIP: From Sunday, June 1, 2003 To Wednesday, June 4, 2003

ESTIMATED COST:

Educational Leave Only

TRANSPORTATION \$ \_\_\_\_\_

All expenses will be paid by Keefe Commissary

TAXI, AUTO RENTAL \$ \_\_\_\_\_

FOOD \$ \_\_\_\_\_

LODGING \$ \_\_\_\_\_

PER DIEM \$ \_\_\_\_\_

REGISTRATION \$ \_\_\_\_\_

(ATTACH REGISTRATION FORM WITH AMOUNT OF FEE & NAME OR ORGANIZATION TO WHICH CHECK IS PAYABLE)

OTHER \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

AMOUNT OF CASH ADVANCE \$ \_\_\_\_\_ (TRAVELER ASSUMES FULL RESPONSIBILITY FOR FUNDS ADVANCED)

PURPOSE OF TRIP: Explain how trip is necessary and useful to conduct county business. If conference, attach a copy of program, if applicable.

I will be presenting Keefe Commissary with a list detailing computer upgrades and additions the Department will require in the event we choose to exercise our contract renewal option for provision of commissary services. Keefe will have representatives present with the authority to approve this request. We will also finalize the new commissary menus and price adjustments.

SIGNATURE [Signature] (TRAVELER)

SIGNATURE \_\_\_\_\_ (DEPARTMENT DIRECTOR)

THIS FORM MUST BE SUBMITTED TO OFFICE OF MANAGEMENT & BUDGET, SEVEN WORKING DAYS IN ADVANCE OF TRAVEL

APPROVED:

DATE \_\_\_\_\_ DATE \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
O.M.B. COUNTY MANAGER'S REPRESENTATIVE COUNTY MANAGER

CURRENT RATES

PER DIEM FOR TRAVEL OUT OF VICINITY:

SINGLE OCCUPANCY HOTEL RATE AND MEAL ALLOWANCE OR \$50.00 PER DAY

MEALS:

- BREAKFAST \$ 3.00 - WHEN TRAVEL BEGINS BEFORE 6 A.M. AND EXTENDS BEYOND 8 A.M.
- LUNCH \$ 6.00 - WHEN TRAVEL BEGINS BEFORE 12 N. AND EXTENDS BEYOND 2 P.M.
- DINNER \$12.00 - WHEN TRAVEL BEGINS BEFORE 6 P.M. AND EXTENDS BEYOND 8 P.M.

PREPARE FIVE COPIES WHITE & YELLOW TO FINANCE; GREEN TO O.M.B.; PINK TO DEPT.; GOLD TO TRAVELER

**Siddiqui, Shelia (MDCR) (305) 229-7551**

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**From:** Walker, Ardyth (COE)  
**Sent:** Monday, September 23, 2002 12:41 PM  
**To:** Siddiqui, Shelia (MDCR) (305) 229-7551  
**Subject:** RE: Clarification- Trip Procedures

Although it is preferable for the department to pay for the travel, the Conflict of Interest and Code of Ethics ordinance permits a vendor to pay travel expenses so that employees may review software. Therefore, your staff may travel to Orlando at the vendor's expense. Please call me at 350-0616 if you have additional questions.

-----Original Message-----

**From:** Siddiqui, Shelia (MDCR) (305) 229-7551  
**Sent:** Friday, September 20, 2002 12:32 PM  
**To:** Walker, Ardyth (COE)  
**Subject:** Clarification- Trip Procedures

Good Afternoon Ms. Walker,

Our Department currently utilizes a vendor to provide Commissary to our inmate population, (Keefe). We have had many challenges with the software system that Keefe utilizes to process our inmates' requests. Some of our staff members have requested to travel to Orlando for an one day trip to review the latest software version being utilized in Orange County. Keefe has offered to reimburse our Department for all costs associated with this trip. When our Departmental Travel Liaison checked with Finance downtown, they advised that this does occur.

My question for clarification is: Can our staff travel to Orlando to check our the software with the vendor (Keefe) covering the costs to the Department?

If you need to contact me my number is 229-7551 or (305) 881-5201 (pager).

Thanks,  
Sheila Siddiqui



# MIAMI-DADE COUNTY — TRAVEL REQUEST

T# CL03008

DEPT. CONTACT PERSON Linda H. Garrett PHONE (305) 229-7594

INDEX CODE CRFISCALMGMT. DATE October 1, 2002

NAME James Brannock TITLE Lieutenant

DEPARTMENT Corrections & Rehabilitation DIVISION Commissary-Planning & Program Services

DESTINATION Orlando, Florida TRAVEL AGENCY/I.D. NUMBER \_\_\_\_\_

MODE OF TRANSPORTATION County Vehicle

DATES OF TRIP: From Tuesday, October 22, 2002 To Thursday, October 24, 2002

**ESTIMATED COST:**

TRANSPORTATION \$ County Vehicle Keefe Commissary will reimburse all expenses.

TAXI, AUTO RENTAL \$ -0-

FOOD \$ 48.00

LODGING \$ 153.18

PER DIEM \$ \_\_\_\_\_

REGISTRATION \$ \_\_\_\_\_

OTHER \$ \_\_\_\_\_

TOTAL \$ 201.18 AMOUNT OF CASH ADVANCE \$ 201.18  
(TRAVELER ASSUMES FULL RESPONSIBILITY FOR FUNDS ADVANCED)

(ATTACH REGISTRATION FORM WITH AMOUNT OF FEE & NAME OR ORGANIZATION TO WHICH CHECK IS PAYABLE)

**PURPOSE OF TRIP:** Explain how trip is necessary and useful to conduct county business. If conference, attach a copy of program, if applicable.

The purpose of this trip is to review the latest version of the software utilized by this Department for all financial transactions and commissary purchases. Orange County has offered to allow us to meet with their personnel to discuss the performance of the software, and conduct a hands on demonstration of the system.

SIGNATURE James Brannock  
(TRAVELER)

SIGNATURE Charles J. McRay  
(DEPARTMENT DIRECTOR)

**THIS FORM MUST BE SUBMITTED TO OFFICE OF MANAGEMENT & BUDGET, SEVEN WORKING DAYS IN ADVANCE OF TRAVEL**

APPROVED: DATE \_\_\_\_\_ DATE \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
O.M.B. COUNTY MANAGER'S REPRESENTATIVE COUNTY MANAGER

**CURRENT RATES**

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LUNCH \$ 6.00 - WHEN TRAVEL BEGINS BEFORE 12 N. AND EXTENDS BEYOND 2 P.M.  
DINNER \$12.00 - WHEN TRAVEL BEGINS BEFORE 6 P.M. AND EXTENDS BEYOND 8 P.M.