

## Frigo, Victoria (COE)

---

**From:** Frigo, Victoria (COE)  
**Sent:** Wednesday, June 05, 2013 4:55 PM  
**To:** Cardoso, Mirta Lopez (ITD)  
**Cc:** Centorino, Joseph (COE); Diaz-Greco, Gilma M. (COE)  
**Subject:** Microsoft Gratuitous Services (INQ 13-139)  
**Attachments:** Microsoft Approval 6\_5\_13.pdf

Hello Mirta,

ITD employees Gina Lu and Connie Scheel may accept free technical training from Microsoft for Microsoft products. The services, valued at \$3,000 per person, will be provided locally in Miami, FL.

Because the training will be used by County employees solely in the performance of their official duties and in the furtherance of official County business, the \$3,000 of gratuitous services per person is not a gift that either of the participating individuals is required to disclose. *See* County Code at Sec. 2-11.1 (e)(2)(e). Consequently, they are not required to file gift disclosure statements in connection with this training.

If you have additional questions, please feel free to contact me.

Sincerely,

**VICTORIA FRIGO, SENIOR STAFF ATTORNEY**

Direct Phone: 305 350-0601  
Main Number: 305 579-2594  
Fax: 305 579-0273



19 West Flagler St., Suite 820  
Miami, FL 33130

*Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and thus subject to disclosure.*

---

**From:** Cardoso, Mirta Lopez (ITD)  
**Sent:** Monday, June 03, 2013 12:12 PM  
**To:** Frigo, Victoria (COE)  
**Cc:** Camner, Sue (ITD); Manduley, Julian R. (ITD)  
**Subject:** FW: INQ 13-39 Microsoft Gratuitous Services

Hello Victoria: With the same intent and objective as with the services offered in the attached document from February, Microsoft is offering some training services through New Horizons. Would you please review and if approved, sign the letter attached?

We will be most grateful for your usual kind and prompt help.

Warm regards,

**Mirta Lopez Cardoso, CPPO**, IT Contracts & Procurement Officer  
**Miami-Dade County Information Technology Department**  
5680 S.W. 87th Ave, Miami, Florida 33173  
(305) 596-8690 phone  
(305) 275-7696 fax

[www.miamidade.gov](http://www.miamidade.gov)

*"Delivering Excellence Every Day"*

---

**From:** Frigo, Victoria (COE)  
**Sent:** Wednesday, February 20, 2013 1:49 PM  
**To:** Cardoso, Mirta Lopez (ITD)  
**Cc:** Madrid, Patty (ITD)  
**Subject:** RE: INQ 13-39 Microsoft Gratuitous Services

I'll send the original in an interoffice envelope today.

**VICTORIA FRIGO, SENIOR STAFF ATTORNEY**

Direct Phone: 305 350-0601  
Main Number: 305 579-2594  
Fax: 305 579-0273



19 West Flagler St., Suite 820  
Miami, FL 33130

*Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and thus subject to disclosure.*

---

**From:** Cardoso, Mirta Lopez (ITD)  
**Sent:** Wednesday, February 20, 2013 1:24 PM  
**To:** Frigo, Victoria (COE)  
**Cc:** Madrid, Patty (ITD)  
**Subject:** RE: INQ 13-39 Microsoft Gratuitous Services

I attached the wrong letter! Sorry...

---

**From:** Cardoso, Mirta Lopez (ITD)  
**Sent:** Wednesday, February 20, 2013 1:21 PM  
**To:** Frigo, Victoria (COE)  
**Cc:** Madrid, Patty (ITD)  
**Subject:** RE: INQ 13-39 Microsoft Gratuitous Services

Thank you very much Victoria. Could you possibly sign the letter?

---

**From:** Frigo, Victoria (COE)  
**Sent:** Wednesday, February 20, 2013 1:19 PM  
**To:** Cardoso, Mirta Lopez (ITD)  
**Cc:** Madrid, Patty (ITD); Centorino, Joseph (COE)  
**Subject:** INQ 13-39 Microsoft Gratuitous Services

Hello Mirta,

ITD employees in the Enterprise Solutions Division may accept free technical support from Microsoft for Microsoft products the department currently uses. The services, valued at \$10,000, will be provided locally, on-site, in the County IT Department.

Because the free technical support will be used by County employees solely in the performance of their official duties and in the furtherance of official County business, the \$10,000 of gratuitous services is not a gift that any of the participating individuals is required to disclose. *See* County Code at Sec. 2-11.1 (e)(2)(e).

Consequently, those in attendance (including one operating systems programmer, one senior systems analyst, and six systems analyst/programmers, all under the supervision of Mary Fuentes) are not required to file gift disclosure statements in connection with this training.

If you have additional questions, please feel free to contact me.

Sincerely,

**VICTORIA FRIGO, SENIOR STAFF ATTORNEY**

Direct Phone: 305 350-0601  
Main Number: 305 579-2594  
Fax: 305 579-0273



19 West Flagler St., Suite 820  
Miami, FL 33130

*Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and thus subject to disclosure.*

---

**From:** Cardoso, Mirta Lopez (ITD)  
**Sent:** Tuesday, February 19, 2013 10:47 AM  
**To:** Frigo, Victoria (COE)  
**Cc:** Madrid, Patty (ITD)  
**Subject:** FW: Please review and approve

Victoria: With apologies for not sending the scope of the gratuitous services offered, attached is the SOW, or FY13 MAAP Program. Please see answers below next to your questions.

---

**From:** Frigo, Victoria (COE)  
**Sent:** Monday, February 18, 2013 11:07 AM  
**To:** Cardoso, Mirta Lopez (ITD)  
**Cc:** Madrid, Patty (ITD)  
**Subject:** RE: Please review and approve

Hello Mirta,

Before we can respond to your question, we will need a bit more information:

- Are these "consulting services" being provided as part of the fulfillment of a contract between the County and Microsoft? **No. This is not offered as part of any contract with Microsoft.**
- If a contract, does the contract specifically define the nature of the "consulting services?" **N/A**
- What is the nature of the "consulting services?" Group training? One-on-one consulting? Other?  
**See attached SOW**



- Who from ITD will participate in the “consulting services?”  
1 Operating Systems Programmer, 1 Senior Systems Analyst, and 6 Systems Analyst/Programmer 2. These individuals belong to the Enterprise Solutions Division under Mary Fuentes. Let me know if you need names.
- If a contract, is this contract called the “FY13 MAAP Program,” as referred to in the attached letter?  
See attached SOW.
- At what location are the consulting services to be provided? A local location or a distant location?  
At ITD.
- What is the estimated cost of the services to be rendered?  
The cost to us is \$0, but The value of the Services Offered is \$10,000.

**VICTORIA FRIGO, SENIOR STAFF ATTORNEY**

Direct Phone: 305 350-0601  
Main Number: 305 579-2594  
Fax: 305 579-0273



19 West Flagler St., Suite 820  
Miami, FL 33130

*Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and thus subject to disclosure.*

---

**From:** Cardoso, Mirta Lopez (ITD)  
**Sent:** Friday, February 15, 2013 2:25 PM  
**To:** Frigo, Victoria (COE)  
**Cc:** Madrid, Patty (ITD)  
**Subject:** Please review and approve

Hello Victoria:

We have an offer from Microsoft for some gratuitous services in support of some Microsoft products we utilize.

Could you please review the attached letter and let us know if we may proceed with the engagement?

We will be very grateful for your prompt reply.

Warm regards,

**Mirta Lopez Cardoso**, IT Contracts & Procurement Officer  
**Miami-Dade County Information Technology Department**  
5680 S.W. 87th Ave, Miami, Florida 33173  
(305) 596-8690 phone  
(305) 275-7696 fax

[www.miamidade.gov](http://www.miamidade.gov)

**"Delivering Excellence Every Day"**



June 3, 2013

Sue Camner  
Database Manager,  
Enterprise Architecture Services Division  
Miami Dade County ITD  
5680 SW 87th Avenue  
Miami, FL 33173

Subject: *Training Vouchers*

Dear Sue,

From time-to-time, Microsoft invites customers from the public sector to participate in technology trainings. These sessions are a valuable opportunity for customers to learn about Microsoft products and solutions to meet customer needs. To facilitate attendance at these designated trainings, Microsoft sometimes covers tuition expenses for designated attendees.

Accordingly, Microsoft would be pleased to cover at no charge the tuition fees for *[Insert # of Individuals to Attend]* individuals designated by the Miami Dade County ITD, Gina Lu and Connie Scheel ("Agency") each to attend 5 day training classes on 6/10-14 & 6/17-21 respectively at the New Horizons South Florida located in Miami, FL. The total estimated fair market value of the tuition expenses for the class described below is \$2,995 per class x 2 = \$5,990 in total.

- **10775 Administering Microsoft SQL Server 2012 Databases (5 days) 6/10-14 New Horizons Miami for Gina Lu**
- **20465 Designing Database Solutions for Microsoft® SQL Server® 2012 (5 days) 6/17-21 New Horizons Miami for Connie Scheel**

It is the intent of Microsoft that this gift is in compliance with all applicable laws, regulations and ethics rules regarding gifts. Microsoft makes this gift without seeking promises or favoritism for Microsoft in any bidding arrangements. Further, no exclusivity will be expected by either party in consideration for the gift. Finally Microsoft makes the gift with the understanding that it will not as a result of such gift be prohibited from any procurement opportunities.

To ensure that by covering the tuition fees associated with the class listed above does not create any violation of the letter or spirit of the Agency's applicable gifts and ethics rules, please have your ethics officer (or designated executive/office responsible for your organization's gifts/ethics policy) or responsible attorney review this letter, and if approved, have him or her sign in the space provided below and return to Microsoft (NOTE: Please return to Robert di Scipio at New Horizons and we will forward this letter to Microsoft) by 6/7/13.

If you have any questions or concerns regarding this letter, please feel free to call me at 305-260-7747. Thank you for your timely attention to this matter.

Respectfully,



**Robert A. di Scipio**  
*Vice President*  
*Strategic Business Development*  
**New Horizons South Florida**  
(O) 305-260-7747  
(C) 954-732-1164  
(F) 954-572-3470  
[rdiscipio@nhflorida.com](mailto:rdiscipio@nhflorida.com)

APPROVED – by gifting/ethics officer of legal counsel:

Miami Dade County ITD  
5680 SW 87th Avenue  
Miami, FL 33173

By: Victoria Frigo

Name: Victoria Frigo

Title: Staff Attorney, Ethics Commission

Date: 6/5/13