

Application: 258

Miami-Dade County, Internal Services Department, Strategic Procurement Division

**Page: Applicant Information**

## **FAPPO Award of Excellence & Best Practice Application Form**

WELCOME to the FAPPO Award of Excellence and Best Practice Award APPLICATION FORM page. The electronic application process has been designed to improve the processing of applications for both the Award of Excellence and the Best Practice Form.

### **Benefits of Electronic Forms Submission**

The electronic submittal process provides several benefits to FAPPO member agencies:

- A totally paperless and transparent application process which saves time and resources for member agencies and judges alike.
- Ability to directly upload all necessary back-up documentation individually for each question eliminating the need to make numerous photocopies, as well as eliminating bulky binders.
- Allows agency the ability to start and stop work on the application at any time prior to the final on-line submittal. This allows agencies to assign various parts of the application process to different employees instead as may be desired.
- Reduces costs by elimination of mail and courier costs.
- More Rapid Scoring: The system automatically tallies points based on answers provided by the users. (Judges will validate final scores.)
- Better Record Keeping and archival capabilities – provides applicants with better feedback on questions that did not include adequate or appropriate back-up documentation.
- Best Practice Essay and supporting documentation may now be uploaded in the same manner as individual back-up documentation for the Award of Excellence application.

### **Let's Get Started**

**Category**

Best Practices > Innovation

#### **Agency Contact Information**

**Name of Entity and Procurement Unit (as it will appear on the certificate)**

Miami-Dade County, Internal Services Department, Strategic Procurement Division

**Fiscal Year Ended (month, day, year)**

9/30/2022

**Contact First Name**

Lydia

**Contact Last Name**

Osborne

**Contact Job Title**

Division Director Strategic Procurement

**Contact Email Address**

Lydiaos@miamidade.gov

**Entity Address**

111 NW 1st Street  
13th Floor  
Miami Florida 33130 US

**Telephone Number**

305-790-3773

**Award Announcement**

Yes

**Announcement Contact E-mail**

namita.uppal@miamidade.gov

**If desired, to whom (mayor, board chairman, city manager, etc) would the entity prefer that FAPPO mail the formal announcement of the Award?**

Lydia Osborne, Strategic Procurement Division Director

**Address for Individual Referenced Above**

111 NW 1st Street  
13th Floor  
Miami Florida 33130 US

**Page: Best Practices - Essay Question**

## Best Practice Award - Essay Instructions

Entries for the Best Practice Award will be considered for one of three categories. This award is separate from the Award of Excellence, and must be applied for separately. The three general categories for Best Practice Awards are as follows:

1. Innovation in the Procurement Process – This award will spotlight a unique achievement in how we perform our job. Innovations in practices, technology, creative use of existing technology, and /or best practices that promote effectiveness or a positive change or impact in the Procurement process. This category is for “out of the box” innovation.
2. Cost Savings – Best practices that promote cost savings for the Entity, either in terms of lower product/service costs, or lower administrative costs. Also, innovative techniques that improve the level of economy for the entity, or promote greater efficiency for the entire procurement process will be considered in this area.
3. Contribution to the Advancement of Community, your Entity, or the Public Procurement Profession – This award will focus on best practices that contribute to the overall social good, or that promote professionalism in public procurement. This category reflects those practices that add value to the overall procurement process and contribute to the overall good of the community or towards the achievement of the goals of the entity.

Best Practice Award essays should not be more than five (5) pages in length, and must be submitted electronically through the FAPPO web-site. Supporting documentation for the essay MUST BE ELECTRONICALLY FURNISHED WITH YOUR SUBMITTAL!

In all cases, consideration will be given to best practices that reflect a strong commitment to the development of a high quality product or process, and can be instituted as a standard practice in the entity that can be continued or repeated on an ongoing basis.

In addition to the Best Practice Award winners, other Best Practice Award essay submittals that reflect positive contributions to the profession may be given “Special Recognition”, and featured for display during the annual conference. Winners of each of the three (3) Best Practice Awards will be asked to provide a presentation to the membership relating to the subject of their essay as a part of a workshop scheduled during the annual Spring Conference. Electronic presentations (i.e. Power Point, etc.) will be requested from each submitting entity, and those presentations must be provided at least two (2) weeks prior to the start of the Spring Conference to keith.glatz@tamarac.org (mailto:keithg@tamarac.org).

**Essay**

Download File (<https://vo-general.s3.amazonaws.com/6acc4d16-6993-4587-922d-bd749650304b/500ed1a6-b552-4d88-8413-9a2bf846215e?AWSAccessKeyId=AKIAJ4PRWO26HAX3IOCA&Expires=1733577465&response-content-disposition=inline%3B%20filename%3D%22FAPPO%202022%20Best%20Practice%20Award%20%202.17.22.pdf%22&response-content-type=application%2Fpdf&Signature=QUXhT1%2BwYpZrPuNPrPho0A9XLPw%3D>)

## **Best Practice Award - Innovation in the Procurement Process**

### **Project Title: Virtual Vendor Academy**

**Submitted By: Miami-Dade County, Internal Services Department,  
Strategic Procurement Division**

#### **Introduction:**

The COVID-19 pandemic has greatly disrupted the workplace, businesses, and the overall economy, both domestically and globally. Further analysis will be required to identify the long-term impacts of the pandemic on Miami-Dade County's local small businesses. The Internal Services Department (ISD) will need to adapt to constant acceleration and innovation of technologies, logistics and supply chain challenges, and address growing environmental, social and governance initiatives. An emphasis will be placed on automating services and utilizing new technology to communicate and provide a safe working environment, which has particularly become evident considering the recent transition to our "new normal" resulting from the COVID-19 pandemic.

ISD provides a wide range of internal support services to ensure optimal operation of Miami-Dade County government, delivering the highest quality services to internal and external customers, as well as to our community through innovation and best practices. As part of the General Government strategic area, ISD supports governmental operations by providing strategic procurement of best value goods and services in a timely manner, countywide vendor services, and small business program management and services, along with an array of other comprehensive services. ISD is customer-focused and committed to serve its customers and the Miami-Dade community in an equitable, transparent, and efficient manner. ISD's core values are grounded in the word "SERVICE":

- **Strategic:** Planning for success
- **Expertise:** Leadership through experience and knowledge
- **Responsive:** Ready to serve
- **Visionary:** Forward thinking
- **Integrity:** Doing the right thing
- **Collaborative:** Leveraging collective talent
- **Effective:** Providing quality solutions

ISD strives to connect with customers and stakeholders to effectively align its services to meet continuously changing needs within a dynamic business environment. In addition, ISD serves the business community through its Strategic Procurement and Small Business Development Divisions and aims to increase participation from small, local, women- and minority-owned businesses, therefore supporting the mayor's 4Es of Equity, Engagement, Environment and Economy. One of the Goals of the Miami-Dade County Strategic Plan focuses on entrepreneurial development opportunities within Miami-Dade County, encouraging the creation of new small businesses and expanding opportunities for small businesses to compete for Miami-Dade County contracts.

## **Project Summary:**

The Miami-Dade County ISD, Strategic Procurement Division, rolled out the Virtual Vendor Academy Series in August 2020. Increasing opportunities and the participation of local small businesses in contracting and procurement is a key initiative of the Mayor's Thrive305 Action Plan. ISD will be focusing on reforming how the County evaluates businesses, and helping those businesses succeed as County contractors. As the Local Competitive Advocate for ISD, the Strategic Procurement Division Director is tasked with educating local vendors and giving them the tools to become a registered vendor with the County, and eventually respond to County solicitations and be awarded contracts.

Prior to March 2020, when the world was impacted by the start of the coronavirus pandemic, ISD held quarterly face-to-face classroom-based vendor educational workshops for the business community. For nearly a year, monthly face-to-face training was constantly being cancelled, and ISD had to explore alternative ways of training the vendor community. The County, as most organizations, assumed and hoped that the coronavirus was a temporary phenomenon. The big question then was whether 2020 would see a permanent shift to virtual learning, or whether learning would revert to being largely face-to-face once the virus was controlled. Since then, the demise of classroom-based learning for training has been predicted; it is anticipated that online training will replace traditional face-to-face instruction.

Human beings are social animals, and most people enjoy working and learning alongside others. Vendors and the County benefit from the networks and relationships their staff form and consolidate when learning together. However, the reality is that much work now takes place virtually. ISD is learning to build strong virtual relationships and is learning how to successfully work virtually with the vendor community. ISD's goal is to increase vendor engagement and participation through the launch of a formal Vendor Academy in collaboration with the Office of Equity & Inclusion. This initiative will offer free vendor workshops, monthly vendor forums, an annual procurement exposition, Commission districts vendor workshops, and YouTube videos in three languages, as many of the vendors in the County speak English, Spanish, and Creole.

In August 2020, almost six months after the entire County staff started working remotely due to the pandemic, ISD introduced Phase 1 of the Virtual Vendor Academy. Monthly workshops were offered in English, during the morning and evening to accommodate businesses and their staff. The intent was to reach ALL vendors where they would be comfortable receiving the information - from the comfort of their office or home - while maintaining the ability for them to ask questions in an interactive environment. To date, the Strategic Procurement Division has held 43 virtual workshops. The following topics in the virtual workshops covered Goods and Services, Architectural & Engineering and Design-Build (refer to the attached schedule for all workshops offered virtually):

- How to register as a County Vendor and with BidSync and INFORMS
- Online portal to access and download free solicitations
- What does the County purchase via Request for Proposals/Invitation to Bid
- How to respond to Goods and Services and A&E Solicitations
- What happens after an RFP/Bid is awarded
- How to become a County Certified Small Business Enterprise
- How to obtain prequalification and technical Certifications

- Governing Legislation pertaining to procurement i.e., Living Wage, Local Preference and Veteran's Preference, Florida Statute 287.055, Conflict of Interest, Code of Silence, Public Records Requests, Sunshine Law and many others
- Performance Bonds/Bid Bonds/Insurance Requirements

Phase 2 of the initiative is to develop a series of eight virtual Vendor Education Workshops through YouTube, in English, Spanish and Creole. This phase is anticipated to be completed by the end of the Fiscal Year 2021-2022; September 30, 2022. The biggest challenge has been that a large percentage of County staff are still working virtually, specifically the Communications staff who were assisting with the filming of the videos. This Phase is divided into three parts:

The following topics will be presented in easy-to-follow sessions through YouTube:

**Part 1 (to be launched by April 30, 2022)**

1. How to register with Miami-Dade County as a Vendor (English)
2. How to register with BidSync and INFORMS (English)
3. On-Line Portal to access and download free solicitations (English)
4. Understanding County Solicitations – Methods of Procurement (English)

**Part 2 (to be launched by July 31, 2022)**

1. How to register with Miami-Dade County as a Vendor (Spanish and Creole)
2. How to register with BidSync and INFORMS (Spanish and Creole)
3. On-Line Portal to access and download free solicitations (Spanish and Creole)
4. Understanding County Solicitations – Methods of Procurement (Spanish and Creole)

**Part 3: (to be launched by September 30, 2022)**

1. How to become certified as part of the County's Certification Programs (English)
2. The major sections of a solicitation (English)
3. Responding to County Solicitations – RFP, RFQ, RTQ, ITB, A&E, Design-Build (English)
4. County Award Process Overview for RFP, RFQ, RTQ and ITB (English)

Phase 3 of the initiative is to complete the YouTube videos below in Spanish and Creole. This phase is anticipated to be completed by the end of April 2023.

**Part 1: (to be launched by April 30, 2023)**

1. How to become certified through County's Certification Programs (Spanish and Creole)
2. The major sections of a solicitation (Spanish and Creole)
3. Responding to County Solicitations—RFP/RFQ/RTQ/ITB/A&E/DB (Spanish and Creole)
4. County Award Process Overview for RFP, RFQ, RTQ and ITB (Spanish and Creole)

Through the Virtual Vendor Academy, ISD now offers a convenient way for small businesses, who are already struggling for contracts and staff during the pandemic, to utilize these virtual workshops. Since the workshops are offered during the daytime and in the evenings, it creates an accessible way to learn how to do business with the County, while avoiding the loss of valuable staff time and resources. The implementation of the virtual sessions has reduced commonly asked questions that small businesses usually have for procurement staff, as well as significantly reduced the burden on vendors to visit County offices to attend the face-to-face workshops.

**Originality:**

Virtual learning has often been discredited because of the poor levels of interaction and engagement that exist in many e-Learning courses, videos, and webinars. Interaction with facilitators of the vendor workshops and with other small businesses is critical; the Virtual Vendor workshops can deliver this. The added flexibility that a virtual environment provides allows small business owners and the actual facilitators of the workshops to experiment with what suits their learning needs best, assuming that the content delivery can also be flexible with these needs. Once the coronavirus crisis is over, it is anticipated there will be a revival of face-to-face learning, but the balance between virtual and face-to-face may be changed permanently. During this time, ISD will discover what works and what doesn't work. ISD will determine which aspects of learning need to be reserved for the classroom, and which skills and behaviors can be developed as well as or even more effectively outside of the classroom.

The Virtual Vendor Academy represents a new or different creative approach to delivering the training and information that is needed by the small and more specifically startup local businesses. ISD is implementing the Virtual Vendor training in the following manner:

1. Monthly workshops facilitated via Zoom for Goods and Services, and Architectural & Engineering and Design Build; and
2. Easily accessible YouTube Videos on some of the same topics presented in the Virtual workshops for the convenience of the business owner and staff.

Vendors will continue to be notified of new business opportunities via email and will have unrestricted access to important information. Registered and potential vendors can log in and view current business opportunities, link to payment information, pay local business taxes, as well as edit their contact information and category codes using a centralized, secure portal.

**Effectiveness:**

Prior to March 2020, all vendor workshops were in person, and held quarterly at the County's downtown Miami location (see Attachments 1 and 2). Vendors had to take time off from the office and their busy schedules to drive, park (pay), then walk to the location. Although the dates of the workshops are set in advance, and distributed to the vendor community, attendance at the in-person workshops interrupts the small business owner who may also be the only employee.

With the recent COVID-19 pandemic and working remotely, ISD had to cancel the in-person workshops. These virtual workshops will be beneficial to the business owners, especially in these times, if they are conducted utilizing media technology to provide remote access to the information, and the business owner can conveniently access and review the information at any time and allow their employees to do the same.

The cost savings to the County realized through alleviating valuable staff time and reducing printing, storing, and reporting costs has more than compensated for the total initial investment made to develop and implement the virtual sessions. The virtual sessions have reduced the use of paper and ink used to print information to hand out at the in-person workshops. Benefits for vendors are demonstrated by the time savings from not having to visit County offices, and financially as they save on fuel and parking costs. Vendors will now be able to access a wealth of information on-demand using the YouTube videos without having to rely on County staff.

The County has achieved its objective of making the process user-friendly and convenient for vendors by eliminating postage costs and eliminating paper and ink use (going-green). The

virtual sessions have also improved the County's overall efficiency by improving record keeping and reporting, as attendance can be easily accessed and downloaded by the host of the Zoom sessions, while allowing Procurement staff to focus on other important responsibilities. By implementing the YouTube video series, the County will expand its reach to vendors in a convenient and efficient manner.

The success of this initiative will be dependent on proper marketing to inform vendors that the information is available. It will also be the responsibility of Procurement staff to ensure that the most updated information is available to vendors. With the current COVID-19 pandemic it is apparent that businesses are moving towards the virtual environment in many areas. Serving and educating the County's businesses is our priority. Making the vendor workshops and training available virtually, and on-demand, will reach a countless number of businesses and business owners.

Attachments:

1. 2019 In-Person Free Vendor Workshops
2. 2020 In-Person Free Vendor Workshops
3. 2021 In-Person Free Vendor Workshops
4. 2022 Virtual Free Vendor Workshops
5. Sample Treatment for YouTube Video:
  - a. How to Register with Miami-Dade County as a Vendor.



# 2019 Free Vendor Workshops

111 N.W. 1st Street, Miami, Florida 33128 - Stephen P. Clark Center  
18th Floor, Conference Room 18-4 10:00 a.m.—12:00 noon Contact us to register (305) 375-5773

## How to Prepare an Invitation to Bid (ITB)

### 2019 ITB

#### Workshop Dates:

- February 1
- May 3
- August 2
- November 1

How to register as a County vendor.

eProcurement: On-line services to access and download free solicitations

What does the County purchase?

What is a Bid announcement? Steps in the bidding process

Governing Legislation pertaining to procurement:

- Living Wage
- Local Preference
- Cone of Silence
- User Access Program (UAP)
- Veteran's Preference

How are bids evaluated by the County?

What happens after a contract is awarded? Various types of award methods

Performance Bonds/Bid Bonds/Insurance Requirements

The four major sections of a bid and important bid requirements

What is the difference between a "responsive" and "responsible" bidder?

How to become certified as part of the County's Certification Programs

## How to Prepare a Request For Proposals (RFP)

### 2019 RFP

#### Workshop Dates

- February 8
- May 10
- August 9
- November 8

How to register as a County vendor.

eProcurement: On-line services to access and download free solicitations

What does the County purchase via an RFP?

Governing Legislation pertaining to procurement:

- Living Wage
- Local Preference
- Cone of Silence
- User Access Program (UAP)
- Veteran's Preference

What are the six major sections to an RFP?

What happens after an RFP is awarded?

What is the difference between a "responsive" and "responsible" proposer?

How to become certified as part of the County's Certification Programs

What are the steps in the proposal process from preparation to award? How are proposals evaluated by the County?

## How to Prepare Architectural & Engineering (A&E) and Design-Build (DB) Proposals

### 2019 A&E and DB Workshop Dates

- February 22
- May 17
- August 16
- November 15

How to obtain Prequalification and Technical Certifications

How to enroll and register as a vendor. What is the difference?

eProcurement: On-line services to access and download free solicitations

How to properly respond to A&E solicitations:

- Notice to Professional Consultants (NTPC) and
- Request for Design-Build Services (RDBS)

A&E solicitation and evaluation process overview

Governing Legislation:

- Florida Statute 287.055
- Miami-Dade County Code Section 2-10.4
- Administrative Order 3-39
- Cone of Silence
- Conflict of Interest/Preclusions
- Local Preference & Veteran's Preference
- Public Records Requests/Sunshine Law





# 2020 Free Vendor Workshops

111 N.W. 1st Street, Miami, Florida 33128 - Stephen P. Clark Center  
18th Floor, Conference Room 18-2 10:00 a.m.—12:00 noon Contact us to register (305) 375-5773

## How to Prepare an Invitation to Bid (ITB)

### 2020 ITB

#### Workshop Dates:

- February 7
- May 1
- August 7
- November 6

How to register as a County vendor.  
How to register with BidSync.

On-line portal to access and download free solicitations.

What does the County purchase via an ITB?

What is a Bid announcement? Steps in the bidding process.

Governing Legislation pertaining to procurement:

- Living Wage
- Local Preference
- Cone of Silence
- User Access Program (UAP)
- Veteran's Preference

How are bids evaluated by the County?

What happens after a contract is awarded? Various types of award methods.

Performance Bonds/Bid Bonds/Insurance Requirements

The four major sections of a bid and important bid Requirements.

What is the difference between a "responsive" and "responsible" bidder?

How to become certified as part of the County's Certification Programs.

## How to Prepare a Request For Proposals (RFP)

### 2020 RFP

#### Workshop Dates

- February 14
- May 8
- August 14
- November 13

How to register as a County vendor.  
How to register with BidSync.

On-line portal to access and download free solicitations.

What does the County purchase via an RFP?

Governing Legislation pertaining to procurement:

- Living Wage
- Local Preference
- Cone of Silence
- User Access Program (UAP)
- Veteran's Preference

What are the six major sections to an RFP?

What happens after an RFP is awarded?

What is the difference between a "responsive" and "responsible" proposer?

How to become certified as part of the County's Certification Programs.

What are the steps in the proposal process from preparation to award? How are proposals evaluated by the County?

## How to Prepare Architectural & Engineering (A&E) and Design-Build (DB) Proposals

### 2020 A&E and DB Workshop Dates

- February 28
- May 15
- August 21
- November 20

How to register as a County vendor.

How to obtain Prequalification and Technical Certifications

How to register with BidSync, download solicitations and submit proposals.

How to properly respond to A&E solicitations:

- Notice to Professional Consultants (NTPC) and
- Request for Design-Build Services (RDBS)

A&E solicitation and evaluation process overview

Governing Legislation:

- Florida Statute 287.055
- Miami-Dade County Code Section 2-10.4
- Administrative Order 3-39
- Cone of Silence
- Conflict of Interest/Preclusions
- Local Preference & Veteran's Preference
- Public Records Requests/Sunshine Law

# 2021 Virtual Vendor Workshops



Facilitated via Zoom

Contact us to register: (305) 375-5773 or [ISD-VSS@miamidade.gov](mailto:ISD-VSS@miamidade.gov)

## How to Respond to an Invitation To Bid (ITB)

### 10:00 a.m. – 12:00 noon

- January 22, 2021
- February 5, 2021
- April 2, 2021
- June 4, 2021
- August 6, 2021
- October 8, 2021
- December 3, 2021

### 5:30 p.m. – 7:30 p.m.

- March 10, 2021
- May 5, 2021
- July 7, 2021
- September 8, 2021
- November 10, 2021

How to register as a County vendor.  
How to register with BidSync.

On-line portal to access and download free solicitations.

What does the County purchase via an ITB?

What is a Bid announcement? Steps in the bidding process.

Governing Legislation pertaining to procurement:  
■ Living Wage ■ Local Preference  
■ Cone of Silence ■ User Access Program (UAP)  
■ Veteran's Preference

How are bids evaluated by the County?

What happens after a contract is awarded? Various types of award methods.

Performance Bonds/Bid Bonds/Insurance Requirements

The four major sections of a bid and important bid Requirements.

What is the difference between a "responsive" and "responsible" bidder?

How to become certified as part of the County's Certification Programs.

## How to Respond to a Request for Proposals (RFP)

### 10:00 a.m. – 12:00 noon

- January 29, 2021
- February 12, 2021
- April 9, 2021
- June 11, 2021
- August 13, 2021
- October 15, 2021
- December 10, 2021

### 5:30 p.m. – 7:30 p.m.

- March 17, 2021
- May 12, 2021
- July 14, 2021
- September 15, 2021
- November 17, 2021

How to register as a County vendor.  
How to register with BidSync.

On-line portal to access and download free solicitations.

What does the County purchase via an RFP?

Governing Legislation pertaining to procurement:  
■ Living Wage ■ Local Preference  
■ Cone of Silence ■ User Access Program (UAP)  
■ Veteran's Preference

What are the six major sections to an RFP?

What happens after an RFP is awarded?

What is the difference between a "responsive" and "responsible" proposer?

How to become certified as part of the County's Certification Programs.

What are the steps in the proposal process from preparation to award? How are proposals evaluated by the County?

## How to Respond to Architectural & Engineering (A&E) and Design-Build (DB) Proposals

### 10:00 a.m. – 12:00 noon

- February 19, 2021
- April 16, 2021
- June 18, 2021
- August 20, 2021
- October 22, 2021
- December 17, 2021

### 5:30 p.m. – 7:30 p.m.

- March 24, 2021
- May 19, 2021
- July 21, 2021
- September 22, 2021
- November 24, 2021

How to register as a County vendor.  
How to register with BidSync.

How to obtain Prequalification and Technical Certifications

Common practices and changes.

How to properly respond to A&E solicitations:  
■ Notice to Professional Consultants (NTPC) and  
■ Request for Design-Build Services (RDBS)

A&E solicitation and evaluation process overview

Governing Legislation:  
■ Florida Statute 287.055  
■ Miami-Dade County Code Section 2-10.4  
■ Administrative Order 3-39  
■ Cone of Silence  
■ Conflict of Interest/Preclusions  
■ Local Preference & Veteran's Preference  
■ Public Records Requests/Sunshine Law

# 2022 Virtual Free Vendor Workshops



Facilitated via Zoom

Contact us to register: (305) 375-5773 or [ISD-VSS@miamidade.gov](mailto:ISD-VSS@miamidade.gov)

## Invitation To Bid (ITB): How to Prepare a Bid

### 10:00 a.m. – 12:00 noon

- January 14, 2022
- February 4, 2022
- March 31, 2022
- June 3, 2022
- August 8, 2022
- October 7, 2022
- December 2, 2022

### 5:30 p.m. – 7:30 p.m.

- March 9, 2022
- May 4, 2022
- July 13, 2022
- September 7, 2022
- November 9, 2022

How to register as a County vendor.  
How to register with BidSync.

On-line portal to access and download free solicita-

What does the County purchase via an ITB?

What is a Bid announcement? Steps in the bidding process.

Governing Legislation pertaining to procurement:

- Living Wage
- Local Preference
- Cone of Silence
- User Access Program (UAP)
- Veteran's Preference

How are bids evaluated by the County?

What happens after a contract is awarded? Various types of award methods.

Performance Bonds/Bid Bonds/Insurance Requirements

The four major sections of a bid and important bid Requirements.

What is the difference between a "responsive" and "responsible" bidder?

How to become certified as part of the County's Certification Programs.

## Request for Proposals (RFP): How to Prepare a Proposal

### 10:00 a.m. – 12:00 noon

- January 28, 2022
- February 11, 2022
- April 1, 2022
- June 10, 2022
- August 12, 2022
- October 14, 2022
- December 9, 2022

### 5:30 p.m. – 7:30 p.m.

- March 16, 2022
- May 11, 2022
- July 6, 2022
- September 14, 2022
- November 16, 2022

How to register as a County vendor.  
How to register with BidSync.

On-line portal to access and download free solicitations.

What does the County purchase via an RFP?

Governing Legislation pertaining to procurement:

- Living Wage
- Local Preference
- Cone of Silence
- User Access Program (UAP)
- Veteran's Preference

What are the six major sections to an RFP?

What happens after an RFP is awarded?

What is the difference between a "responsive" and "responsible" proposer?

How to become certified as part of the County's Certification Programs.

What are the steps in the proposal process from preparation to award? How are proposals evaluated by the County?

## Architectural & Engineering (A&E) and Design-Build (DB): How to Prepare Proposals

### 10:00 a.m. – 12:00 noon

- February 18, 2022
- April 1, 2022
- June 17, 2022
- August 19, 2022
- October 21, 2022
- December 16, 2022

### 5:30 p.m. – 7:30 p.m.

- March 24, 2022
- May 19, 2022
- July 14, 2022
- September 22, 2022
- November 29, 2022

How to register as a County vendor.

How to obtain Prequalification and Technical Certifications

Common practices and changes.

How to properly respond to A&E solicitations:

- Notice to Professional Consultants (NTPC) and
- Request for Design-Build Services (RDBS)

A&E solicitation and evaluation process overview

Governing Legislation:

- Florida Statute 287.055
- Miami-Dade County Code Section 2-10.4
- Administrative Order 3-39
- Cone of Silence
- Conflict of Interest/Preclusions
- Local Preference & Veteran's Preference
- Public Records Requests/Sunshine Law

# **YOUTUBE VIDEO SERIES: MIAMI-DADE COUNTY PROCUREMENT 101**

## ***TABLE OF CONTENTS***

### **VOLUME 1**

**VIDEO ONE: HOW TO REGISTER WITH MIAMI-DADE COUNTY (ENGLISH & SPANISH)**

**VIDEO TWO: UNDERSTANDING COUNTY SOLICITATIONS: METHODS OF PROCUREMENT (ENGLISH & SPANISH)**

VIDEO THREE: RESPONDING TO COUNTY SOLICITATIONS (ENGLISH & SPANISH)

VIDEO FOUR: COUNTY AWARD PROCESS OVERVIEW: RFPs & RFQs (ENGLISH & SPANISH)

VIDEO FIVE: COUNTY AWARD PROCESS OVERVIEW: ITBs & RTQs (ENGLISH & SPANISH)

# **YOUTUBE VIDEO SERIES: MIAMI-DADE COUNTY PROCUREMENT 101**

## **VIDEO 1: HOW TO REGISTER WITH MIAMI-DADE COUNTY**

### **I. INTRODUCTION**

***[Fade into PowerPoint screen showing a cover page, then open up to a Live shot with cut-away's to the Table of Contents as narrative is going on in the back-ground]***

*Narrative:*

*Hello and welcome to Miami-Dade County Procurement 101. As you see from the Table of Contents page, the videos in Volume 1 will provide you with the key steps and information you need to learn how to register with the County, respond to County solicitations and hopefully successfully navigate the County award process to become an awarded County vendor.*

*We hope you will find these videos meaningful and worthwhile. Thank you for your interest in doing business with Miami-Dade County!*

### **II. WHAT IS MIAMI-DADE COUNTY PROCUREMENT?**

***[PowerPoint showing the Overview page with bullets below then cut-away to live shot and intersperse with PowerPoint as each topic is discussed]***

- **WHO ARE WE? ISD-SPD**

***[PowerPoint of the County's TO showing the structure, with ISD highlighted/circled with voice over]***

*Narrative:*

*Miami-Dade County, Internal Services Department (ISD) is one of over 25 named Departments in the County. ISD is responsible for xxx. The Strategic Procurement Division (SPD) is a division of ISD that functions as the centralized procurement authority for the entire County.*

- **WHY ARE WE HERE? PURCHASE GOODS AND SERVICES**

***[PowerPoint showing a page with and A to Z list of goods and services with voice over]***

*Narrative:*

*All procurement activities for the purchase of goods and services in excess of \$25,000 are performed by SPDs professional procurement staff. When a County department identifies a need to procure goods and services, they reach out to SPD to initiate the procurement process. The County purchases everything you can think of from A to Z. These goods and services in turn enable the County staff to provide the citizens (and visitors) of the County with the necessary and essential services they need.*

### III. MIAMI-DADE COUNTY REGISTRATION PROCESS

*[Fade into PowerPoint presentation cover page with a voice over as we go through the steps on each slide]*

#### 1. REQUIRED DOCUMENTS

*[Fade in to slide #1]*

*Narrative: Before you get started, take a moment to review the list of required documents and make sure you have everything you need. If you are missing anything, you can save your application and come back later. Just keep in mind, you will not be a registered vendor until your application is complete and has been approved by the County. **There is absolutely no cost to you (other than your time) for this service.***

#### 2. ONLINE VENDOR PORTAL

*[Fade in to slides #2-15 as each is discussed]*

*Slide 2 Narrative: When are ready to get started, go online and **make sure you are using Google Chrome to ensure a smooth application process.***

*In your web browser, type in <http://www.miamidade.gov/localvendor>. Once you land on the page, click the “Register Now” button in the middle of your screen.*

*Slide 3 Narrative: When the Vendor Portal page loads, click on the “Vendor Registration” hyperlink at the top of page.*

*Slide 4 Narrative: After the application loads, you will need to fill in all the required information on the “Business Information” tab. Make sure to click the “Save” button on the bottom of page before moving on to the Commodities tab, or your information will not be saved!*

*Slide 5 Narrative: Click on the “Commodities” tab and once the page loads, you can either search for commodity codes or use the “Available Commodities table and click the “Add” button for each commodity code that you feel is related to your business. There is no cost and no limit to the number you can choose, so don’t be stingy! And remember, this is a living document, so you can come back and add or delete codes as needed. Once you are done, click the “Create Profile” button at the bottom of the page.*

## YOUTUBE VIDEO SERIES: MIAMI-DADE COUNTY PROCUREMENT 101

*Slide 6 Narrative: You will receive an activation link from the County to the e-mail address you supplied on the “Business Information” tab. (Be sure to check your SPAM mailbox if you don’t see it in your inbox.)*

*Slide 7 Narrative: Once you click on the link, it will take you back to the Vendor Portal where you will log-in to begin your registration process. **Remember: There is no cost to use the vendor portal or to become a registered vendor with the County!***

*Slide 8 Narrative: Enter your User ID and Password, then click Login.*

*Slide 9 Narrative: At the top of the page, click on the “Vendor Registration” hyperlink to begin.*

*Slide 10 Narrative: Make sure that you complete all sections for each tab!*

*Slide 11 Narrative: Verify all of the information you have input is accurate and complete and then print the Summary Page. You will need to sign, notarize and save it to your computer as a PDF.*

*Slide 12 Narrative: In order to upload the Summary Page, you will need to access the Vendor Portal, Click on the Incomplete Registration Button*

*Slide 13 Narrative: Log-in using the User Name and Password you created and then click on Vendor Registration. Then on Tab 4, Select the electronic file for the Summary Page you saved, click Upload File and once loaded to your vendor application, click “Next.”*

*Slide 14 Narrative: Your fully-completed application has been loaded, now simply click on the “Submit” button to transmit your application to the County. You will receive an e-mail from the County confirming receipt of your application.*

*Slide 15 Narrative: County staff will review your application and if there is anything missing, incorrect or if additional information is required, you will receive an e-mail. Once your application is approved, an e-mail will be sent to the primary e-mail address on your account notifying you that your application is complete. The message will also direct you to go and register with BidSync in order to receive notice of competitive solicitations for goods and services. The use of BidSync is **FREE** to County vendors.*

## **YOUTUBE VIDEO SERIES: MIAMI-DADE COUNTY PROCUREMENT 101**

*Slide 16 Narrative: Congratulations! You are now a registered vendor with Miami-Dade County.*

*Please remember/keep in mind that the vendor portal is available to you 24/7/365 and you can update your address information, contact information, business ownership information; you can add or delete commodity codes and you can update and/or complete affidavits. Don't forget, it is YOUR responsibility to ensure that your profile is accurate, complete and up-to-date at all times so that you do not miss any communication from the County!*



# **YOUTUBE VIDEO SERIES: MIAMI-DADE COUNTY PROCUREMENT 101**

## **VIDEO TWO: UNDERSTANDING COUNTY SOLICITATIONS: METHODS OF PROCUREMENT**

### **I. HOW DOES THE COUNTY CONTRACT?**

*Narrative: The County uses various methods of procurement in order to procure goods and services. The four frequently used method of procurement are as follows*

- *ITBs*
- *RFPs*
- *RTQs*
- *RFQs*

*[Cue to PowerPoint and go through each slide which details what each type is used for.]*

### **II. INVITATION TO BID (ITB ) PROCESS**

*Narrative: The Invitation to Bid or ITB is a quantitative method of procurement that the County routinely uses to purchase goods and/or services on behalf of County Departments to ensure continuity of County operations and to meet the needs of County citizens. The general terms and conditions cannot be negotiated and so vendors may not take any exceptions. As it is a quantitative process, the evaluation criteria in the ITB process is based on the Price offered. Therefore, award of a contract or contracts through the ITB process is made to the lowest priced, responsive and responsible bidder(s). Keep these terms in mind....and we will talk more later about the meaning of responsive and responsible bidders.*

### **III. REQUEST FOR PROPOSALS (RFP) PROCESS**

*Narrative: The Request for Proposals or RFP is a qualitative method of procurement that the County routinely uses to purchase goods and/or services on behalf of County Departments to ensure continuity of County operations and to meet the needs of County citizens. As it is a qualitative process, the evaluation consists of: and the Price offered. Therefore, award of a contract or contracts through the RFP process is made to the highest-ranked, responsive and responsible proposer(s) offering best value to the County. Remember, keep those terms in mind....and we will talk more later about responsiveness and responsibility.*

### **IV. REQUEST TO QUALIFY (RTQ) PROCESS**

*Narrative: The Request to Qualify or RTQ process is a quantitative method of identifying and prequalifying vendors capable of providing goods and/or services to the County at a future date and time. As such, the RTQ process does not result in the award of a contract with the County. Rather, it is step one of a two-step process that culminates in the award of County contracts. At the conclusion of the RTQ process, a list of prequalified vendors is established for future purchases.*

## **YOUTUBE VIDEO SERIES: MIAMI-DADE COUNTY PROCUREMENT 101**

*Later, when County departments are able to quantify their needs for a set period of time, step two will commence and at that point, Departments will issue an Invitation to Quote or ITQ to the prequalified vendors under a particular pool. Following evaluation of bids received in response to the ITQ, award will be made to the lowest priced, responsive and responsible bidder(s). Keep these terms in mind....and we will talk more later about the meaning of responsive and responsible bidders.*

### **V. REQUEST FOR QUALIFICATIONS (RFQ) PROCESS**

*Narrative: The Request for Qualifications or RFQ process is a qualitative method of identifying and prequalifying and establishing pool of vendor for particular goods and/or services based on technical criteria for award of work orders on a rotation basis or for future competition. As such, pricing is usually not requested at the time of establishing the RFQ. As such, the RFQ process does not immediately result in the award of a contract with the County. Rather, it is the first step in the process that culminates in the award of County contracts.*