

Town of Davie

Best Practice Submission 2024

The Town of Davie Procurement Division was challenged by providing real-time communication to our client departments on the status of many procurement functions, such as intake, processing of solicitations, and tracking of procurement forms, contracts, and sole and single sources requests that require multiple sets of approvals.

Prior to this process, departments and divisions would call and email to obtain the status of their projects or procurement requests. They were unable to see the status of anything except the requisition process inside the Town of Davie's ERP System. Our goal was to emulate the requisition process and provide real-time statuses on projects, documents, contracts, or other activities we were performing in the procurement process.

We researched many software solutions such as Smart Sheet, Access, Excel, and a few other project management software systems, however they did not have all of the elements we were seeking. The Town discovered a product named Monday.com through a conversation with a peer agency that was using this product for tracking other functions. We reviewed the product to see if it met all the criteria we were looking for, and it exceeded our expectations.

Monday.com is a work management tool that allows us to track all of our objectives and be able to share information in real-time to the end user through automation of emails. Notifications are sent via email when statuses change, when more information is needed, or even when a document moves through a workflow process. The workflow and internal communication features keep the information self-contained on Monday.com, preventing information from getting lost in email chains.

monday work management Upgrade

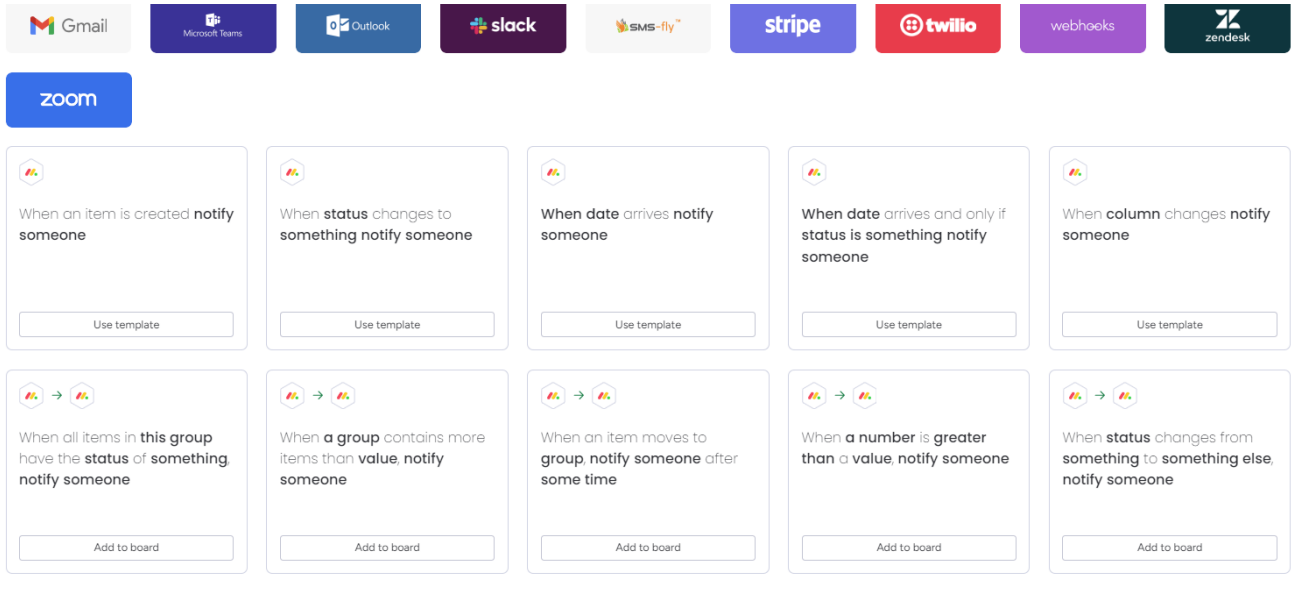
Solicitations

Rebecca Severe

Item	Priority	Solicitation Type	Review Status of PAF	Received Date	Review Notes	Status
Parks and Recreation Master Plan		RFP	Approved (moved to next L.)	Feb 15, 2023		All signed
New Town Hall Design Build	Critical	Design Build	Approved (moved to next L.)	Apr 28, 2023	Specs sent on 03/10/23; no PAF yet; currently.	All signed
Fire Hydrant Maintenance	High	ITB	Approved (moved to next L.)	Jun 29, 2023	Draft was worked on prior to PAF being routed.	All signed
Demolition of Various Properties		ITB	Approved (moved to next L.)	Jun 13, 2023		RFP
General Contractor Services for Home Repair Projects		RFQ	Approved (moved to next L.)	May 25, 2023	Was on maternity leave when received; Jenna...	All signed
GRANT-Design Services for the Nova Drive Phase II Roadway Improve...		RFQ	Approved (moved to next L.)	Jul 19, 2023		All signed
HVAC Maintenance	High	RFP	Approved (moved to next L.)	Oct 5, 2023		All signed
GRANT-Community Shuttle		RFP	Approved (moved to next L.)	Nov 8, 2023		RFP
GRANT-Driftwood Park Basketball Canopy		ITB	Approved (moved to next L.)	Aug 29, 2023		All signed
GRANT-SW 30th Street Reclaimed Water Main Improvements	Critical	ITB	Approved (moved to next L.)	Oct 10, 2023		All signed
Utilities Augmentation Services	High	RFP	Approved (moved to next L.)	Oct 17, 2023	PAF sent back on 10-30 requesting names of L...	Too...
GRANT-Vulnerability Assessment Study		RFQ	Approved (moved to next L.)	Sep 26, 2023		All signed
Drone Entertainment Display		RFP	Approved (moved to next L.)	Feb 6	Spec sent to me on 12-21-2023. Updated spec...	All signed
General Contractor and Renovation Services		RFP	Approved (moved to next L.)	Oct 18, 2023	Best spec back because no PAF was attached...	All signed
Design Services for Orange Drive from SW 92 Avenue to SW 67 Avenue		ITB	Approved (moved to next L.)	Feb 8	The draft unfortunately has several correctio...	All signed
Fleet Maintenance Garage Addition		ITB	Approved (moved to next L.)	Feb 8		All signed
RE-BID: SW 148th Avenue Drainage Improvements						

In addition, we are currently working with Monday.com to assist in forms development to allow for online entry and workflow of our internal documents (we are currently using Adobe). This will again provide for self-containment of the process and allow the end-user to track their items and keep all parties up to date on the process.

Monday.com has several automated processes that allow us to send communications, update calendars, attach information such as videos and documents, and even provide social media updates when timelines are reached, goals are met, statuses change, or items are delinquent.



This software application has many training videos available through its learning center for end users and administrators to learn how to develop new techniques for creating methods to track and share information, automate processes, and improve efficiency in their day-to-day operations.