



Uniting

Broward

PURCHASING PRESENTS

How to do Business with the Broward Sheriff's Office

Purchasing Bureau



Highlights of Workshop

Purchasing Process

- ★ Thresholds
- ★ RFQ
- ★ ITB
- ★ RLI/RFP

E-Procurement

- ★ Vendor Registration (BidSync)
- ★ Solicitation on-line (BidSync)

Submitting a Proposal

- ★ RFQ through BidSync
- ★ ITB through BidSync
- ★ RLI/RFP through BidSync



THRESHOLDS

\$5,000 or less = one quote

\$5,001-\$15,000 = two quotes

\$15,001-\$29,999 = three quotes

\$30,000-\$50,000 = formal quote (RFQ)

Greater than \$50,000 = formal solicitation (ITB/RLI)



Cone of Silence

- ★ Prohibits any communication regarding a competitive solicitation between a vendor or potential vendor's representative, and the staff within the Sheriff's Office.
- ★ Begins with posting of the solicitation.
- ★ Terminates at the time the contract is executed or when all bids or proposals have been rejected.
- ★ Does not apply to:
 - Making scheduled presentations before the Selection Committee
 - Communicating with Purchasing and the Office of General Counsel regarding clarification or other information regarding the solicitation.
- ★ Violation by a vendor can result in an award being voided.



RFQ Process

REQUEST FOR QUOTE Threshold \$30,000 TO \$50,000

Request for Quote (RFQ):

- ★ Formal quote method of procurement
- ★ Promotes the following:
 - Fairness and Efficiency – by awarding contracts to the lowest responsive, responsible bidder
 - Competition – an increased number of suppliers interested in bidding (bid list)
- ★ Incorporates specifications or scope of work and all contractual terms and conditions
- ★ Evaluation: Pricing
- ★ Method of Award: Lowest priced responsive, responsible bidder



RFQ Process

There are several steps in the formal quote process:

- ★ Quote entered into BidSync
- ★ Email notification to registered vendors through BidSync
- ★ Site Review if applicable
- ★ Quotes received through BidSync
- ★ Review submittals for completeness
- ★ Tabulation prepared through BidSync
- ★ Award



RFQ Process

The quote package has three major sections:

- ★ General Terms & Conditions
- ★ Contract Terms & Conditions
- ★ Quotation Specification Requirements

Many Formal Quotes have other requirements which are normally by additional attachments or exhibits

Formal Quotes are posted in BidSync - Thus the reason for registering your business on BidSync



RFQ Process

All quotes require:

Completed quote forms with e-signatures
Proof of Insurance

Additional quote requirements:

Qualification Statements
Mandatory Site Reviews
Product Samples
References
Other requirements as specified in
quote package



RFQ/ITB Process

Responsive - vs.- Responsible

Responsive: A bidder who complies with all specifications and terms set forth in the Request for Quote (RFQ) or Invitation to Bid (ITB)

Responsible: A bidder whose integrity, reliability, facilities, equipment, past performances, business and financial capabilities indicate the bidder is competent to satisfy BSO's requirements as stated in the RFQ/ITB for a specific contract, all of which will assure a good faith performance.



ITB Process

INVITATION TO BID Threshold Greater than \$50,000

Invitation to Bid (ITB):

- ★ Formal standard method of procurement
- ★ Promotes the following:
 - Openness – public notice
 - Fairness and Efficiency – by awarding contracts to the lowest responsive, responsible bidder
 - Competition – an increased number of suppliers interested in bidding (BidSync 800,000 vendors)
- ★ Incorporates specifications or scope of work and all contractual terms and conditions
- ★ Evaluation
 - Pricing
- ★ Method of Award
 - Lowest priced responsive, responsible bidder



ITB Process

There are several steps in the bidding process:

- ★ Post on BidSync
- ★ Email notification to registered vendors through BidSync
- ★ Site Review if applicable
- ★ Bids received in BidSync
- ★ Review submittals for completeness
- ★ Tabulation prepared through BidSync
- ★ Award



ITB Process

The bid package has five major sections:

- ★ General Conditions
- ★ Contract Terms & Conditions
- ★ Submittal Page
- ★ Attachments (W-9, Insurance, Affidavit, Confidentiality, Drug Free, Etc.)
- ★ Exhibits



ITB Process

All ITB requirements:

- Completed ITB forms with e-signatures
- Proof of Insurance

Additional ITB requirements:

- Qualification Statements
- Mandatory Site Reviews
- Product Samples
- References
- Other requirements as specified in bid package



RLI/RFP Process

RLI/RFP

- ★ Scope of services may not be completely established
- ★ More than one solution may be available
- ★ Varying levels of service to negotiate

Evaluation

- ★ Experience and qualifications of proposer and staff
- ★ Financial capabilities
- ★ Recommended solutions
- ★ Pricing

Award

- ★ Negotiations with proposer recommended for award



RLI/RFP Process

All RLI/RFP responses require:

Submittal forms complete with company officer e-signatures

Financial stability documentation

Company background with qualifications

Additional requirements:

Qualification Statements

Pre-Submittal Site Visit (if applicable to solicitation)

References

Proof of Insurance

Pricing (if applicable to solicitation)

Other misc. requirements as specified in RLI/RFP document



RLI/RFP Process

Types of services solicited through use of the RLI/RFP Process

★ Banking

★ Consulting Employee
Benefits

★ Insurance

★ Legal Services

★ Medical-Related

★ Software systems

★ Design-Build

★ Inmate food services

★ Pre-Qualified Lists (Plumbing,
IT, Cabling, Electrical, etc.)



RLI/RFP Process

Phases in the Process

Solicitation Phase

- ★ Selection Committee (S-C) members chosen
- ★ Posting of solicitation on BidSync
- ★ E-mail notification to vendors registered vendors through BidSync
- ★ Pre-proposal Conference (if applicable)
- ★ Proposals opened in BidSync on date/time specified

Evaluation Phase

- ★ Shortlisting of firms by S-C
- ★ Oral presentations from shortlisted firms
- ★ RLI: Ranking of firms in preferential order
- ★ RFP: Vendors are scored in accordance with
Evaluation Criteria



RLI/RFP Process

Five Major Sections

- ★ **General Terms & Conditions**
- ★ **Submittal Section**
- ★ **Proposal Acknowledgment Form**
- ★ **Attachments (W-9, Insurance, Affidavit, Confidentiality, Drug Free, Sample Agreement Etc.)**
- ★ **Exhibits**



RLI/RFP Process

Submitting a Proposal

****Make sure all forms are completed electronically****

Requirements:

- ★ Proof of compliance with minimum qualification requirements
- ★ Note exceptions (if any) to specifications
- ★ Include a copy of bonds electronically and financials with response.



RLI/RFP Process

Submitting a Proposal

Tips:

- ★ Sufficient information for BSO to perform meaningful evaluation
- ★ Demonstrate ability to perform Scope of Services
- ★ Follow RLI/RFP document requirements when submitting proposal
- ★ Additional information should be submitted as additional attachments.



RLI/RFP Process

Responsive vs. Responsible

Responsive:

- ★ Proposal meets the minimum requirements of the solicitation

Responsible:

- ★ Proposer's experience, past performance, and business/financial capabilities demonstrate that Proposer is capable of performing services required in the solicitation



RLI/RFP Process

Negotiation Phase

- ★ Scope of Services
- ★ Terms & Conditions Schedule
- ★ Performance Standards
- ★ Warranties
- ★ Payment
- ★ Pricing

Award Phase

- ★ Compliance with conditions of award (insurance, affidavits, etc.)
- ★ Contract Execution



RLI/RFP Process

Post-Award Phase

- ★ Project meetings
- ★ Project management
- ★ Contract monitoring
- ★ Performance review



BidSync

- ★ What is BidSync? www.BidSync.com
- ★ Online database where BSO posts all formal solicitations (ITB/RFQ/RLI/RFP's)
- ★ Enrollment is free for BSO vendors to view solicitations and submit a bid/proposal.
- ★ Notifications and Automatic emails:
 - ★ New Solicitation
 - ★ Addenda and Information Letters
 - ★ Changes or Updates to the Solicitation
 - ★ Question and Answer
- ★ Responsibility of the Vendor to Check Website



BidSync VENDOR Enrollment Process

★ Visit

WWW.BIDSYNC.COM

★ From the Homepage, you will see two boxes that contain information for two of BidSync's products offered. Locate the one pictured below called Bid Notifications. Then you will want to click on the button Get Started:



Enrollment Process

Continued

★ At the bottom of the next page, locate BidSync Links. You will want to click on the button Register for Free.

★ Information required

- ★ Contact Info – Email
- ★ Primary Industry
- ★ Keywords (at least 3 words)
- ★ Classification or NIGP Codes

★ For Support contact BidSync at 800.990.9339.

★ Keep in mind, it is the vendors responsibility to keep their profile up-to-date.



BidSync

Additional Information

- ★ Search Past Solicitations
- ★ Multiple Government Agencies Using
 - ★ Broward County
 - ★ City of Hollywood
 - ★ City of Ft. Lauderdale
 - ★ Miami Dade
- ★ BSO - BidSync Brochure
- ★ BidSync Representative Onsite



Local Certification Programs

- ★ County Business Enterprise (CBE)
- ★ Small Business Enterprise (SBE)
- ★ Broward County handles the certification process and once approved the vendor is labeled in BidSync under qualifications as CBE or SBE.
- ★ BSO shares Broward County's certification designation in BidSync.
- ★ For more information please visit econdev/SmallBusiness/Pages/localcertificationprograms.aspx



Purchasing Contact Information

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CONTRACTS

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Purchasing Contact Information continued

PURCHASING

(Commodities/Services, Repair/
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On behalf of Sheriff Scott Israel



Thank you for attending

**We look forward to doing business
with you!**

