How to Respond to Bids issued by Miami-Dade County Public Schools ("M-DCPS")

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Procurement Management Services
The Procurement Management Services Department seeks to purchase goods and services for the School Board of Miami-Dade County, FL, which includes supplies, materials, commodities and services for over 350 schools.

M-DCPS is the 4th largest school district in the United States and has an estimated annual spend of $483,956,469.60 per year in goods and services.
Bids?? What’s that? Where does it come from?

Procurement Management

Differences between purchasing within M-DCPS vs. purchasing for oneself:

Purchasing for oneself:

- Use of cash, credit card and/or check and/or IOUs; and
- Can choose to use any vendor without much documentation, reason or prescribed method(s).

Purchasing by M-DCPS:

- M-DCPS has Procurement rules established by State, federal statutes, as well as the Board Rule 6320, Purchasing; and
- All purchases **MUST** be documented and demonstrate a fair, open/transparency and competitive process, using various procurement documents.
Bids?? What’s that? Where does it come from?

Procurement Management

- Procurement Management issues different solicitations to obtain items, including Request for Quotes ("RFQ"), Request for Proposals ("RFP"), Invitation to Negotiation ("ITN") and Invitation to Bid ("ITB").

<table>
<thead>
<tr>
<th>Dollar Thresholds</th>
<th>Purchased by Using</th>
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<tbody>
<tr>
<td>$1,000 - $49,999</td>
<td>Three Quotes/RFQ</td>
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<tr>
<td>$50,000 +</td>
<td>RFP, ITN or ITB</td>
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</table>
Bids?? What’s that? Where does it come from?

Procurement Management

- **RFQs** are issued by Procurement Management, the Schools and/or Internal Departments within M-DCPS, informally, usually via email, to prospective vendors who are registered with the District.
  - Upon receipt of the quotes, quotes are reviewed and the lowest bidder is awarded.

- **ITBs** are issued using a formal process, whereby a Bid is advertised and released to the public, via our website, via email to prospective vendors, with SPECIFIC items needed. Upon review of the Bids, the lowest responsible and responsive Bidder are **recommended** for award.

- **RFPs and ITNs** are issued using a formal process, whereby these solicitations are advertised and released to the public, via our website, via email to prospective vendors, with items needed. The Selection Committee reviews proposals and makes recommendations for award(s).

**ALL recommendations for award of ITBs, RFPs and ITNs must be reviewed and approved by the Board.**
So, where do I find the Bids?

http://procurement.dadeschools.net
So, where do I find the Bids? **Bid Solicitation Portal – Non-Construction**
So, where do I find the Bids? **Bid Solicitation Portal**

Key Items on the Bid Portal:

- Potential Opportunities
- New Bids and RFPs
- Bids and RFPs Under Evaluation
- Previous Board Actions
- Bids and RFPs Previously Awarded

Please make sure to become familiar with the Procurement Management Services Website.
So, where do I find the Bids? **Bid Solicitation Portal**

For new Bids and RFPs, the Cone of Silence is in place, which is governed by Board Policy 6325, Cone of Silence.
So, where do I find the Bids? **Bid Solicitation Portal**
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This page lists all the Board decisions for all recommendations of award of Bids, RFPs, etc.
So, where do I find the Bids? **Bid Solicitation Portal**

Select one of the Past Bids or RFPs to review the format, the required documents, the pricing table, etc. to become familiar with M-DCPS’s procurement documents.
So, where do I find the Bids? **Bid Solicitation Portal**
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Very important!!
Pay attention to Section 2, Scope of Work, of all ITBs or RFPs
So, where do I find the Bids? **Bid Solicitation Portal**

In addition to the Scope of Work, Prospective Bidders MUST complete:

- All Forms Listed in Section 6, Attachments, including Cover Sheet

**Procurement TIP...** although business references **May Not** be required for the Bid, it is Value-added to include at least THREE business references.
Recap of ITBs/Bids

• Review all aspects of Bid(s), prior to submitting a response
  • Procurement TIP: Know your industry, best practices and prices for your industry! Do your research, search our past Bids, conduct market research, etc. to ensure that your services and prices are in-line with current industry trends.

• Pay attention to the Due dates and times – Late Bids will be returned.

• Attend Pre-Bid Conferences, whereby the Procurement Management staff will review the terms and conditions of the Bid(s), Scope of Work, Pricing and additional areas of importance.

• Attend Bid Openings, scheduled every Tuesday and Thursday, at 2 pm
So, now you have reviewed Procurement’s web, past Bids and you’re ready to apply for business opportunities with M-DCPS. What Next??

Become a Vendor with M-DCPS.

• Complete and submit a vendor application to Procurement Mgt. Services.
So, now you have reviewed Procurement’s web, past Bids and you’re ready to apply for business opportunities with M-DCPS. What Next??

- The Vendor Application submission MUST include the following:
  - Completed and signed application
  - Signed W-9 form
  - Copies of State of Florida registration via Sunbiz, County business tax receipt and City occupational license
  - Any applicable professional licenses, if applicable

- Once the completed application is reviewed and has all the documents, the vendor’s information is entered into M-DCPS vendor database and assigned a vendor number.

**Procurement TIP:** Check out M-DCPS’ Office of Economic Opportunity to obtain the Small Business Enterprise (“SBE”) certification at [http://oeo.dadeschools.net/](http://oeo.dadeschools.net/)
You’re a New Vendor with M-DCPS…apply to RFQs, Bids and/or RFPs…Contact Procurement Management Services

- Contact Procurement Management Staff regarding Potential Business Opportunities
  - **Procurement TIP:** Registering as a Lobbyist is required (with a fee of $250.00) when your company seeks to present your business to the District, including SCHOOLS. If you are seeking to obtain answers to Procurement-related questions, then set up an appointment with Procurement Management Staff, anytime, Monday through Friday.

- Review Procurement’s website for Active Bids and RFPs

- Review Past Bids and RFPs for reference
  - **Procurement TIP:** Fill out a Past Bid to use as a Sample Bid Response for your company, which should include all your company’s documents, references, etc.
You’re a New Vendor with M-DCPS…apply to RFQs, Bids and/or RFPs…Contact Procurement Management Services

• Submit responses to RFQs, ITBs, RFPs and ITNs if your company can provide the services requested within the Procurement document.

• If awarded a one-time quote or one (1) or multi-year contract, EXCELLENT.
  • **Procurement TIP:** Vendor performance during the time services are provided is EXTREMELY important. Vendor performance is considered as part of a contract renewal process. Bad performance that has not been corrected by the vendor may cause the District to Suspend/DEFAULT a vendor from continued business with the District.

• If not awarded, keep trying and contact Procurement Management staff to review and discuss issues from a previous Bid.
You’re a New Vendor with M-DCPS...apply to RFQs, Bids and/or RFPs...Contact Procurement Management Services

Check out the commodity groups and contact the correct procurement staff to assist you.
Procurement Mgt. Services – Staff Contacts...Reach out to us!
Procurement Mgt. Services – Hotlist/Future Projects

• DemandStar – electronic vendor Bidding Notification System

• More Community Trainings and Forums Regarding Procurement, How to Assist the local, small businesses to get $$ from the District

• Collaborative Purchasing Partnerships with other School Boards and government entities

• Early Payment Program for Vendors under review

• Launching a Good and Services Vendor Management Initiative – working with newly registered vendors to connect with available opportunities
Thank you for attending, Vendor Workshop!!

Any feedback on today’s presentation, questions, comments and/or concerns, please feel free to contact:

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