How to Increase Business Opportunities by Responding to Bids from Miami-Dade County Public Schools ("M-DCPS")

Presented by: Melody Thelwell, MPA
Chief Procurement Officer
Procurement Management Services
Training Take-aways

• After this training, your firm will be more familiar with:
  • M-DCPS Procurement process for goods and services
  • Common Terms for Procurement
  • School Board policies related to Procurement
  • SBE/MBE certification
  • Lobbyist registration
  • Procurement’s and Office of Economic Opportunity’s website and contact information
  • Upcoming Bids and Projects
Bids?? What’s that? Where does it come from?

Procurement Management

- 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 300 schools and various Administrative locations.

- M-DCPS is the 4th largest school district in the United States and has an estimated annual spend of $484,000,000 per year in goods and services.
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/transparent 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”).
- These items come from internal originating departments, like ITS, Maintenance, Transportation and/or school sites.

<table>
<thead>
<tr>
<th>Dollar Thresholds</th>
<th>Purchased by Using</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000 - $49,999</td>
<td>Three Quotes/RFQ</td>
</tr>
<tr>
<td>$50,000 +</td>
<td>RFP, ITN or ITB</td>
</tr>
</tbody>
</table>
School Board Policies that Impact Small Businesses

• School Board Policy 6320, Purchasing (January 2016)

• School Board Policy 6320.06, Diversity, Equity and Inclusion in Business Operations and Practices (September 2015)

• School Board Policy 6320.02, Small/Micro and Minority/Women-Owned Business Enterprise Programs (January 2016)

• School Board Policy 6334, Prequalification of Contractors for Educational Facilities
Bids?? What’s that? Where does it come from?

Procurement Management – Common Terms

- **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 – 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
So, where do I find the Bids? **Bid Solicitation Portal**

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**
So, where do I find the Bids? **Bid Solicitation Portal**

**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, CONTACT OUR DEPT. REGULARLY, set-up appts. with staff to discuss upcoming opportunities, 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
• Most importantly, develop relationships with Procurement and M-DCPS staff
So, now you have reviewed Procurement’s web, past Bids and you’re ready to apply for business opportunities with M-DCPS. What Next??

Check your most recent vendor application to ensure Procurement has your most recent business contact information/emails.
Why is SBE/MBE certification so important for my business?

• When ITB/RFPs and/or RFQs are released, preferences can be applied for evaluation purposes.

• The more certified firms, the more opportunities to make solicitations sheltered market...(Requirement: 3 or more certified SBE/MBE firms within a commodity code)

• School sites MUST include a certified minority firm in all quotes for goods/services, over $1,000

• M-DCPS’ SBE/MBE certification is FREE
Why is SBE/MBE certification so important for my business? – What’s Goal Setting Committee?

• For every ITB/RFP, the Goal Setting Committee, facilitated by the Office of Economic Opportunity, reviews:

  • Scope of work
  • Proposed $$ amount
  • Past award information
  • Discusses the possibility to apply preferences, whether points or % and/or sheltered
  • Each ITB/RFP includes recognition of these Goals
  • When bids/proposals are submitted, reviewed and evaluated, a SBE/MBE certified firm may be a bidder. If so, the SBE/MBE firm’s pricing MAYBE higher than a non-certified firm. Depending upon the goals set by the Goal Setting Committee, the SBE/MBE firm may receive 5% up to 25% preference points.
Why is SBE/MBE certification so important for my business? – Example of SBE/MBE preference points applied

<table>
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<tr>
<th>Description of Items</th>
<th>Quantity (Unit(s))</th>
<th>Price per Unit</th>
<th>Discounts from Bidder</th>
<th>Final Price</th>
<th>SBE/MBE certified</th>
<th>Price per Unit</th>
<th>Discounts from Bidder</th>
<th>Final Price</th>
<th>SBE/MBE certified</th>
<th>Evaluation Price for SBE/MBE certified</th>
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<tbody>
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<tr>
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<td>$7,462.50</td>
<td>$1,865.63</td>
<td>$5,596.88</td>
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</table>
Now, do you see the benefits of Certification?

- If your firm is not certified, please contact our Office of Economic Opportunity at (305) 995 – 1307 and get certified.

- [http://oeo.dadeschools.net/certification.asp](http://oeo.dadeschools.net/certification.asp)

- **Michelle Hicks-Levy, Executive Director, OEO**
  
  Office of Economic Opportunity  
  1450 NE 2nd Avenue, Suite 428  
  Miami, FL 33132  
  Phone: 305-995-1307  
  Fax: 305-523-0739  
  Email: oeo@dadeschools.net
You’re a 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 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.
Know the District’s BIG internal customers...apply to RFQs, Bids and/or RFPs...Contact Procurement Management Service

• Procurement has 4 major internal customers:
  
  • Maintenance, Carl Nicoleau, Assoc. Superintendent
  • Information Technology, Deborah Karcher, Chief Information Officer
  • Food and Nutrition, Steffond Cone, Assistant Superintendent
  • Transportation, Steffond Cone, Assistant Superintendent

• Professional Services, including legal, financial services, education consultants, etc. is handled by several depts.
Your firm is registered to do business with M-DCPS...Contact Procurement Management Services

Please search the commodity list that is assigned to each Procurement staff member.
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 certified SBE/MBE Vendors under review

• Launching a Good and Services Vendor Management Initiative – working with newly registered vendors to connect with available opportunities

• Goods and Services Disparity Study, Phase II for goods and services
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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