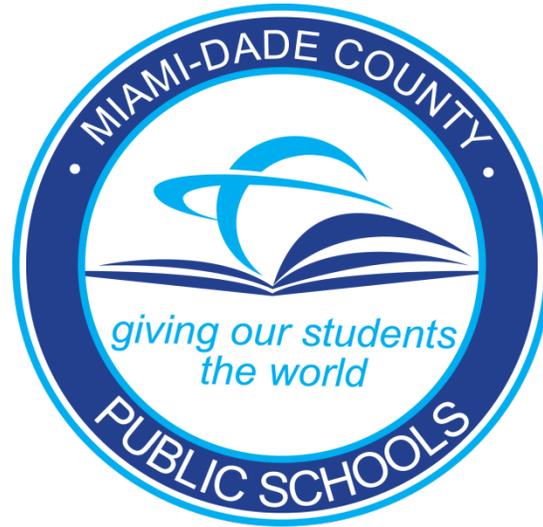


THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA



HOW TO DO BUSINESS WITH MIAMI-DADE COUNTY PUBLIC SCHOOLS

Procurement Management Services

1450 N. E. 2 Avenue, Suite 650

Miami, Florida 33132

Telephone (305) 995-1380

<http://procurement.dadeschools.net>

Office of Economic Opportunity

1450 N.E. 2 Avenue, Suite 428

Miami, Florida 33132

Telephone (305) 995-1307

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The School Board of Miami-Dade County, Florida

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THANK YOU FOR YOUR INTEREST IN DOING BUSINESS WITH MIAMI-DADE COUNTY PUBLIC SCHOOLS!

The purpose of this document is to provide a synopsis of the process, policies and procedures of Procurement Management, of The School Board of Miami-Dade County, Florida, for the purchasing of commodities, goods and services.

There are many opportunities for vendors, contractors, and consultants to do business with Miami-Dade County Public Schools. As one of the largest businesses in Florida, the District purchases all types of supplies, materials, commodities, and services, as well as constructing and maintaining a large variety of facilities. The School Board is committed to promoting and developing business relationships with a wide variety of businesses and ensuring that minority and women-owned businesses, as well as eligible local businesses have the chance to compete for a fair share of these opportunities. These opportunities are advertised on the Procurement Management Services website, located at <http://procurement.dadeschools.net>.

Procurement Management Services believes in:

- Adhering to ethical purchasing policies and principles;
- Maintaining open and fair competition;
- Maintaining fair and clear purchase and bid specifications; and
- Providing premiere customer service.

All questions may **NOT** be answered in this brief summary, however, any additional question may be directed to Procurement Management Services, at (305) 995-1380.

SECTION 1 - INTRODUCTION

Procurement Management Services is administered by the Chief Procurement Officer, who is supported by a professional staff, consisting of supervisors, buyers and buyer support specialists. Vendors and other interested parties are invited to contact the office for information regarding specific category assignments and responsibilities, as well as any other matters pertaining to the procurement and contracting function. Vendors and citizens are invited to visit the office and the appropriate buyer between the hours of 8:00 AM to 4:30 PM, but are requested to call first to make an appointment.

Procurement Management is located at:

<p>The School Board Administration Building 1450 Northeast Second Avenue, Suite 650 Miami, Florida 33132 (305) 995-1380</p>

SECTION 2 - PURCHASING POLICY

Procurement Management, through The School Board of Miami-Dade County, Florida, Policy 6320, has been designated as the official purchasing agency of the Board. Procurement Management exercises control over the acquisition of commodities, goods, services, materials, development of bid specifications, selection of bidders and the awarding of contracts to vendors.

In order to achieve both quality control and the price advantages of volume purchasing, Procurement Management has been directed to:

1. Ensure that proper specifications are developed for goods and services as needed;
2. Utilize existing commercially available "standard brand" specifications; and
3. Invite vendors to bid on available procurements.

The School Board of Miami-Dade County, Florida, makes every effort to maintain a good working relationship with all vendors who supply material and services to the school system, and continuously seeks the advice and counsel of vendors concerning improvement of such relationships.

SECTION 3 – BECOMING A VENDOR

A prospective vendor, interested in doing business with the School Board, may obtain a vendor application and item category listing by visiting the Procurement website at <http://procurement.dadeschools.net>, or a prospective vendor may phone to request a hard copy of the application from the Procurement Management department.

After the application has been received by Procurement Management, the vendor's name is added to the vendors' list for the supplies, equipment and services for which the vendor has indicated an interest in on his/her application.

When supplies, equipment or services are scheduled for bid invitations, vendors who have demonstrated an interest in bidding on those items will receive an email. This list is continually reviewed and updated.

Furthermore, School Board Policy [6320.05](#), delineates the policy regarding Local-Vendor Preference. This policy gives local preference to businesses located in Miami-Dade County, Florida, when evaluating the lowest responsible, responsive bid or submittal for the purchase of goods and services, professional and construction-related services, in excess of \$50,000 dollars or the current formal bidding threshold set by statute. The preference does not apply to goods or services exempted by statute as reflected in Policy [6320](#), or prohibited by Federal or State law, or other funding source restrictions. Local businesses are to:

- have a valid business license;
- have headquarters, manufacturing facility or locally-owned franchise located within Miami-Dade County boundaries; and
- reside in Miami-Dade County for at least twelve (12) months or street address for twenty-four (24) months, prior to bid proposal or proposal opening date.

In addition, School Board Policy [6334](#), delineates the policy regarding Prequalification of Contractors for Educational Facilities Construction. The policy requires school boards to prequalify contractors as eligible to bid on construction or capital improvement projects. The policy establishes procedures and criteria for prequalifying responsible contractors on school construction projects for the School Board.

Lastly, as a result of the Jessica Lunsford Act (HB 1877) during the 2005 legislative season, contractors and others, including architects, will be required to meet a Level 2 background screening requirement, which includes any individual or employees of any firm under contract with The School Board of Miami-Dade County, Florida. Additional information regarding the Jessica Lunsford Act or vendor information may be accessed on The Miami-Dade Schools Police Department website at <http://hb1877.dadeschools.net>.

Moreover, all contractors, vendors, etc. are required to sign in and show a valid photo identification card (Florida Identification Card or Drivers License preferred) to site administration upon arrival. In no event should vendors disturb teachers who are in the classrooms. Vendors selling products pursuant to labor contracts, such as insurance, annuities, etc., must have written authorization from the labor organization, verified by the Legislative and Labor Relations and Government Affairs, before access is authorized at schools and other Board work sites.

SECTION 4 - LOBBYISTS

School Board Policy [8150](#), delineates the policy regarding Lobbyists. Pursuant to this rule, lobbyists shall complete, annually, a Lobbyist Registration Form, and pay the annual registration fee.

Pursuant to this rule, every person required to register shall list all individuals who may make a presentation when the person appears as a representative for an individual or firm for an oral presentation before a site administrator, or instructional personnel, or certification, evaluation, selection, technical review or similar oral presentation committee. This listing shall include the Clerk's form, the list of presenters, and the indication of fee receipt, prior to the oral presentation. No person shall appear before any employee or committee on behalf of any individual or firm unless he or she has been listed as part of the firm's presentation team or unless he or she is registered with the Clerk's office and has paid all applicable fees.

The Board rule may be accessed at: <http://www.neola.com/miamidade-fl/>

SECTION 5 - COMPETITIVE BIDDING

The School Board requires that commodities sought after should be purchased at the lowest possible cost, consistent with an adequate standard of quality, usually through the competitive bidding process.

The competitive bidding process includes, but is not limited to, Request For Proposals (RFP), Invitations To Bid (ITB) and Invitations To Negotiate (ITN).

Generally, no security is required on the majority of Procurement bids issued by the Miami-Dade County School Board. If security is required, the special conditions contained in the solicitation invitation will indicate the type and amount of security required. Construction contracts will require a performance and/or payment bond equal to the award amount. The School Board, in lieu of the performance bond, will accept a cashier's check.

SECTION 6 - PURCHASE AWARDS

After the bids to be awarded are approved by the School Board, Procurement Management has authority to issue a purchase order or a contract. This creates a legal binding contract between the vendor and The School Board of Miami-Dade County, Florida.

All vendors must perform in accordance with the purchase order and/or contract, or the vendor may be liable to the Board for any damages caused by their breach. A bidder who fails to fulfill its obligations, in accordance with the bid, purchase order and/or contract, shall either pay bid damages or lose eligibility to transact business with the Board for a period of (14) fourteen months from the date the default provision is invoked by the Board.

SECTION 7 - INVOICING AND PAYMENT (PAYMENT PROCESS)

Payments for purchase orders will be made by the Accounts Payable department within 45 days, from the date of receipt of goods or services. Since payment cannot be made until delivery is confirmed, the vendors should obtain and retain proof of delivery in case it is needed to resolve a dispute. **No payments will be issued prior to receipt and acceptance of goods and services by authorized district representatives.**

In order to avoid payment delays, vendors must ensure that the following procedures are followed at all times:

1. Obtain a copy of the purchase order form prior to providing goods or services;
2. Always include the purchase order number on the face of the invoice;
3. Mail invoices for non-credit card purchases directly to Accounts Payable at the following address:

Miami-Dade County Public Schools POB 01-2570 Miami, FL 33101
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4. In order to expedite the payment process, all invoices should include as much billing detail as possible (e.g., invoice number, P.O. number, item description, unit price, quantity shipped, total price, etc.) and follow the same line item number sequence established by the purchase order; and

5. If an invoice in connection with a purchase order generated by the District is not paid within 45 days, please contact Accounts Payable at (305) 995-1619 for detailed information.

SECTION 8 - SMALL/MICRO BUSINESS ENTERPRISE PROGRAM (S/MBE)

School Board Policy [6320.02](#), delineates the policy regarding Small/Micro Business Enterprise Program. The policy provides expanded and equitable participation by small and micro businesses in School Board procurement of goods and services, construction, and professional services. Certification for participation to the SBE program may be accessed at <http://oeo.dadeschools.net/>. [For further information, please contact the Office of Economic Opportunity at: \(305\) 995-1307.](#)

S/MBE Program

The Small/Micro Business Enterprise (S/MBE) Program provides a race and gender-neutral process designed to encourage greater S/MBE availability, capacity development and contract participation in School Board contracts, to advance the School Board's compelling interest in ensuring that it is neither an active nor passive participant in private sector marketplace discrimination, and to promote equal opportunity for all segments of the contracting community to participate in School Board contracts.

Benefits of becoming an S/MBE

The Small/Micro Business Enterprise Program is established to provide expanded participation by small businesses in the School Board procurement process in bidding for school-site contracts. Certification benefits include:

- First-tier referrals to other departments
- Prominent listing of your business in an exclusive online directory of certified firms
- Sheltered market opportunities for only certified firms to compete for school district contracts
- Three-year certification period

Criteria for becoming an S/MBE

- The business is an independently owned and operated business that is not dominant in its field of operation and is performing a commercially useful function.
- The business has an actual place of business in Miami-Dade County for at least a year preceding the application.

- The business has been established for at least one year or the principals of the business have at least three years of relevant experience prior to forming or joining the business.
- The business has a local business tax receipt and all required professional licenses, contractor qualifier licenses, and/or Certificate of Competency.
- The owner of the business must have the required professional license(s) and contractor qualification license.
- The District's S/MBE requirements are applied to entities of size standards and gross revenue based on industry. Requirements for eligibility with the District and industry are:

Industry	Micro Business Enterprise	Small Business Enterprises
Construction & Specialty Trades	Less than \$1,000,000*	Tier 1 - Less than \$3,000,000* Tier 2 - Less than \$6,000,000*
Goods and Services	Less than \$1,000,000*	Tier 1 - Less than \$2,000,000* Tier 2 - Less than \$4,000,000*
Professional Services (A/E)	Less than \$500,000*	Tier 1 - Less than \$1,000,000* Tier 2 - Less than \$2,000,000*
Professional Services (non A/E)	Less than \$1,000,000*	Tier 1 - Less than \$2,000,000* Tier 2 - Less than \$4,000,000*

**Revenue averaged over a three-year period*

For more information on the Small/Micro Business Enterprise Program, please contact:

Miami-Dade County Public Schools
Office of Economic Opportunity
1450 N.E. 2 Avenue, Suite 428
Miami, Florida 33132
(305) 995-1307
Website: <http://oeo.dadeschools.net>
Email: oeo@dadeschools.net

SECTION 9 – VENDOR/CONTRACTOR COMPLIANCE

An awarded vendor/contractor shall ensure compliance to all terms and conditions of the bid/contract. Procurement staff, working with the District's respective originating department(s), will periodically monitor vendor performance.

SECTION 10 – DO’S AND DON’TS FOR DOING BUSINESS WITH MIAMI-DADE COUNTY PUBLIC SCHOOLS

DO

1. Check Procurement’s website often to review current solicitations;
2. Register as a vendor with Miami-Dade County Public Schools;
3. Targeting your company’s commodity code(s), please contact the respective Procurement staff or buyer to become familiar with the services offered;
4. Make an appointment to call or meet with Procurement staff to discuss “How to Respond to ITBs or RFPs”; and
5. Review a current bid/solicitation opportunity, follow all instructions regarding a bid submittal and submit your company’s bid.

DON’T

1. Don’t be afraid to ask questions in order for your company to become a successful bidder partner with Miami-Dade County Public Schools.

Concerned about Miami-Dade County Public Schools Procurement process?

Please contact Ms. Melody Y. Thelwell, Chief Procurement Officer, at (305) 995-1434 or mthelwell@dadeschools.net.