PURCHASING PRESENTS

How to do Business with the Broward Sheriff’s Office

Purchasing Bureau
Highlights of Workshop

Purchasing Process

- Thresholds
- ITB
- RLI/RFP

E-Procurement

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

Submitting a Proposal

- ITB through BidSync
- RLI/RFP through BidSync
THRESHOLDS

$5,000 or less = one quote

$5,001-$20,000 = two quotes

$20,001-$49,999 = three quotes

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.
Responsive - vs.- Responsible

Responsive: A bidder who complies with all specifications and terms set forth in the 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 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
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
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

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

- Consulting Employee Benefits
- Insurance
- Janitorial Services
- Medical-Related

- Software systems
- Design-Build
- Inmate food services
- Pre-Qualified Lists (Plumbing, IT, Electrical, etc.)
RLI/RFP Process
Phases in the Process

Solicitation Phase

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

Evaluation Phase

- Shortlisting of firms by S-C/E-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
★ Requirements & Scope of Services
★ Submittal Section
★ Proposal Acknowledgment Form
★ Attachments (W-9, Insurance, Affidavit, Confidentiality, Drug Free, Sample Agreement)
★ 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
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.
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
- Performance Standards
- Warranties
- Payment Schedule
- 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
What is BidSync? www.BidSync.com

Online database where BSO posts all formal solicitations (ITB/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 a button to the upper right called Register For Free shown in the picture below.
Enrollment Process

Continued

★ Information required
★ Contact Info – Email (Important as this is how you are notified)
★ 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 [http://www.broward.org/EconDev/WhatWeDo/Pages/localcertificationprograms.aspx](http://www.broward.org/EconDev/WhatWeDo/Pages/localcertificationprograms.aspx)
Purchasing Contact Information

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Thank you for attending

We look forward to doing business with you!