Purchasing Presents
How to do Business with the Broward Sheriff’s Office
Highlights of Workshop

Purchasing Process
- Thresholds
- ITB
- RLI/RFP

E-Procurement
- Vendor Registration (Periscope/BidSync)
- Solicitation on-line (Periscope/BidSync)

Submitting a Proposal
- ITB through BidSync
- RLI/RFP through Periscope/BidSync
BSO Purchasing is responsible for annually procuring more than $160 million in equipment, supplies and services for BSO.

Comprised of:
Department of Law Enforcement
Department of Detention
Department of Fire Rescue
Department of Administration
Goals of Public Procurement

• Fiduciary Duty to Taxpayers

• Create a Uniform System by which goods and services are purchased

• Protect the Public Interest

• Provide Fair and Open Competition by creating an even level playing field

• Do not give any vendor an Unfair Competitive Advantage
Solicitation Thresholds

**Small Purchases**

- **$5,000 or Less** - One Quote Required
- **$5,001 to $20,000** - Two Quotes Required
- **$20,001 to $50,000** – Three Quotes Required

Informal quote method of procurement

**Formal Solicitations**

- Greater than **$50,000**
  - Bid, RLI and RFP

Formal standard methods of procurement
Procurement Opportunities

- Catering Services,
- IT software implementation,
- Janitorial services/Decontamination services,
- Building repairs and maintenance,
- PPE Supplies,
- Professional Services,
- Pest control,
- Water including delivery, and
- More
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.
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
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
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

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
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 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
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

Award Phase
- Compliance with conditions of award (insurance, affidavits, etc.)
- Contract Execution
Periscope S2G / BidSync

♥ What is Periscope/BidSync?
https://www.periscopeholdings.com/s2g
♥ 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
Periscope S2G / BidSync
Vendor Enrollment Process

🌟 Visit
http://prod.bidsync.com/bso

🌟 From the Homepage, you will see a button to the upper right called Register For Free shown in the picture below.

The Broward County Sheriff's Office
Sign Up For Free Access to Bids

The Broward County Sheriff's Office has partnered with Periscope S2G to provide web-based bidding services to their suppliers. To do business with The Broward County Sheriff's Office you can register for a free Periscope S2G Limited account.

If you are interested in seeing bids from over 100,000 government agencies across the US subscribe to a Periscope S2G Premium Account.
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 Periscope / BidSync at 800.990.9339.

Keep in mind, it is the vendors responsibility to keep their profile up-to-date.
Periscope / BidSync
Additional Information

- Search Past Solicitations

- Multiple Government Agencies Using
  - Broward County
  - City of Hollywood
  - City of Ft. Lauderdale
  - Miami Dade
Local Certification Programs

- County Business Enterprise (CBE)
- Small Business Enterprise (SBE)
- Broward County handles the certification process and once approved, the vendor is identified in BidSync as such.
- BSO shares Broward County’s certification designation in BidSync.
- For more information, please visit https://www.broward.org/EconDev/SmallBusiness/Pages/Certification.aspx
Purchasing Contact Information

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Thank you for attending!

We look forward to doing business with you!