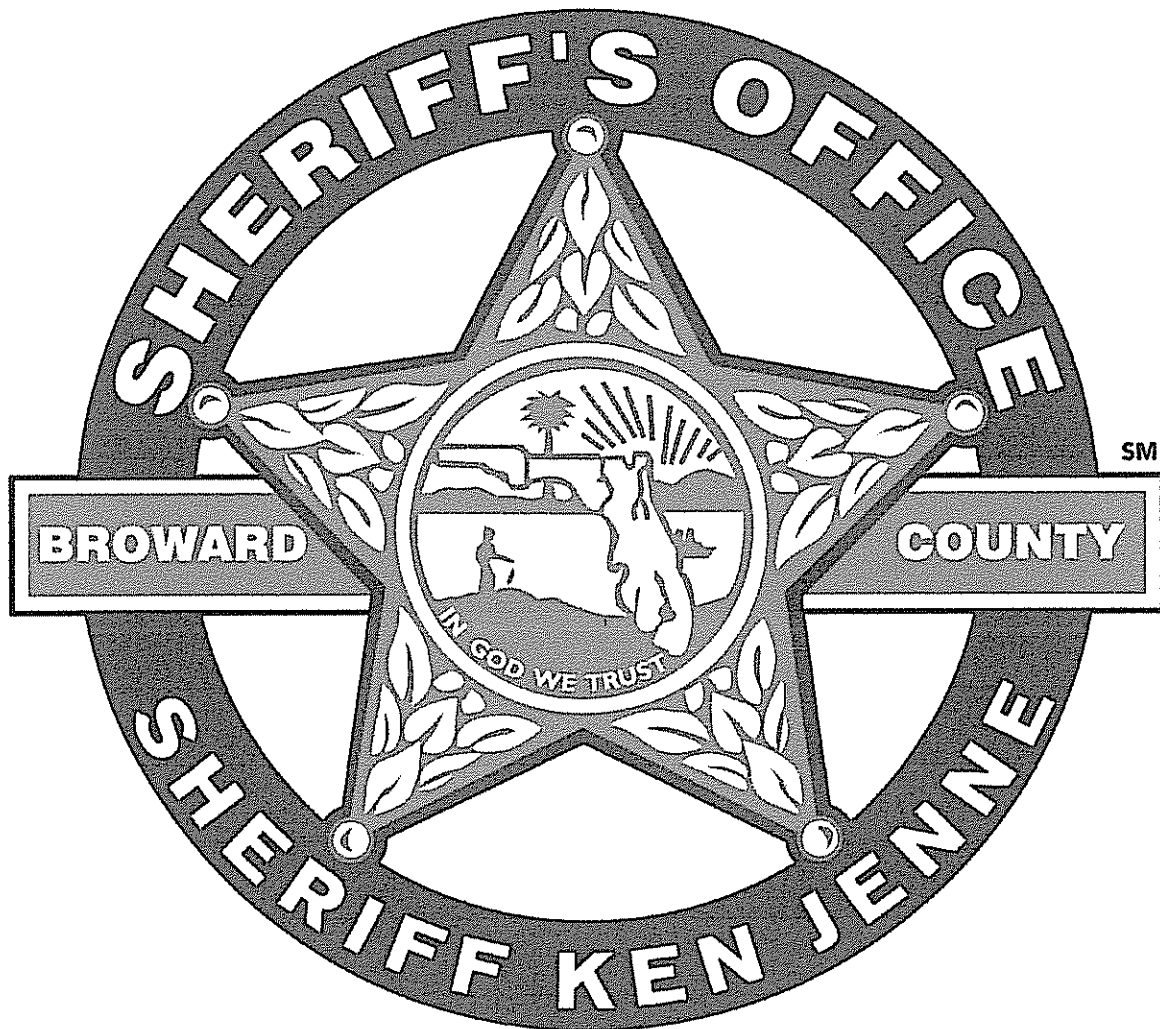


**G. BEST PRACTICES**  
**G-45**





## **PURCHASING EDUCATION PROGRAM**

**PURCHASING BUREAU • CONTRACTS/AUTOMATION DIVISION**

# **ADMINISTRATIVE OVERVIEW**

**WRITTEN AND ADMINISTERED BY:**

**SUSAN KUZENKA, CPPO, CPPB**

**CONTRACTS/AUTOMATION MANAGER**

# ADMINISTRATIVE OVERVIEW

## *Major Contract Solicitation Methods*

*By: Susan Kuzenka, CPPPO, CPPB  
Contracts & Automation Division Manager*

# *Major Contracting Solicitation Methods*

## *Presentation Overview*

- ✧ *Functional Responsibilities of the Purchasing Bureau*
- ✧ *Contracts Division Organizational Chart*
- ✧ *Why Issue a Solicitation? (Formal Solicitation Threshold)*
- ✧ *How to Proceed*
- ✧ *Who - Using Division Responsibilities*
- ✧ *Where are Solicitation Notices Available to Vendors?*
- ✧ *What Solicitation Method is Utilized*  
*(Characteristics of Solicitation Methods)*
- ✧ *When will the Solicitation Process be Completed?*  
*(Timeline for Solicitation Methods)*
- ✧ *Solicitation Process Terminology*
- ✧ *Examples: Major Procurements FY 2003 & FY 2004*

# *Functional Responsibilities of the Purchasing Bureau*

*Determine the best procurement method that will maximize monies available and meet all of the Federal, State and Local laws, rules and regulations, the BSO Policy and Procedure Manual and Standard Operating Procedures.*

✱ CONTRACTS DIVISION – Major/Complex Contract Procurements, Professional Services & Technical/Specialized Services.

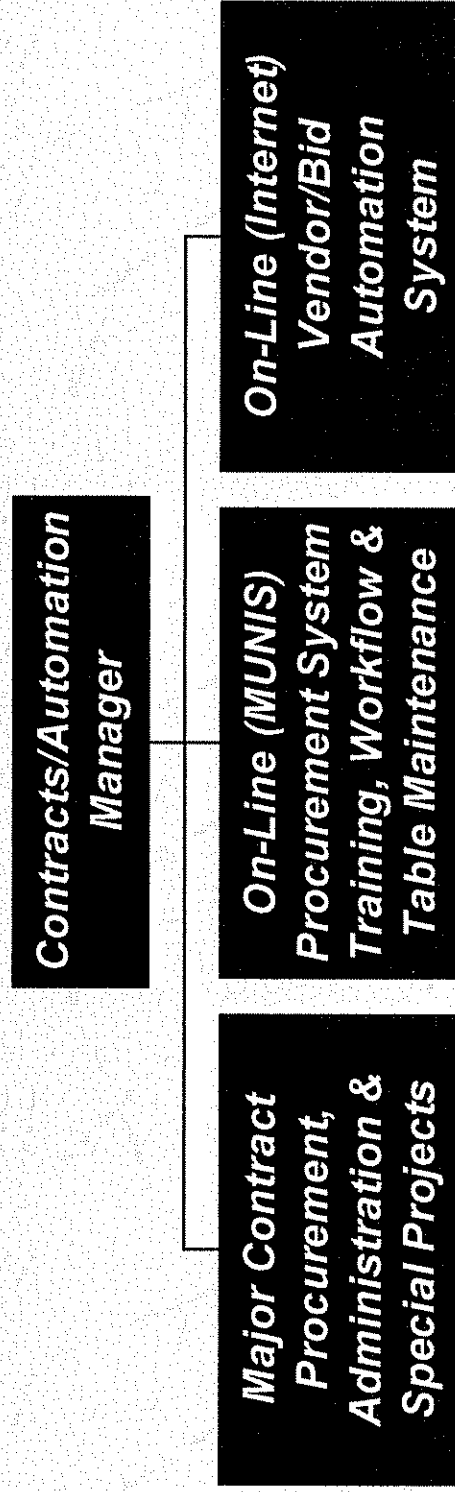
Manager: Susan Kuzenka, CFPPO, CFPB – Tel: 954-321-4748

✱ PURCHASING DIVISION – Maintenance/Repair & General Services Contracts.

Manager: Patrick J. Callagy – Tel: 954-831-8170

# Contracts Organizational Chart

## Functional Organizational Chart



Susan Kuzenka  
(Solicitation Preparation through Award)

Rona Sandler

Michael Brady  
(Solicitation Admin Duties for Contracts & Purchasing)

## *Why Issue a Solicitation?*

### *Formal Solicitation Threshold*

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- *To provide a mechanism to ensure vendors a fair and equitable method to submit bids for equipment, goods or services that are being purchased with Public Funds.*
- *When the estimated annual cost of materials, equipment and/or services of \$30,000 or more, a formal solicitation will be issued unless the item is exempt per the Purchasing SOP, the item is a sole source or if the item can be procured utilizing another governmental contract (Counter-Drug 1122 Program, Broward Co-Op Contracts, Florida State Contract, County Contract, etc.).*

## *Items Exempt Per the Procurement Code*

- ✖✖ *Artistic services or works of art for public places.*
- ✖✖ *Subscriptions, printed copyright materials.*
- ✖✖ *Real property, real estate brokerage & appraising, abstract of titles for real property, title insurance for real property, etc.*
- ✖✖ *Utilities*
- ✖✖ *Licensed health professionals (I.e. doctors, nurses, veterinarians, etc.)*
- ✖✖ *Legal services*
- ✖✖ *Police canines & Equines*
- ✖✖ *Declared National, State or Local Emergencies or Situations  
(Terrorism Threats)*
- ✖✖ *Any exemptions specifically identified in FS 287.057*

## *How to Proceed*

- ✱ *Identify the Funding Source*
- ✱ *Identify the Key Contact Person in Your Unit for this Procurement*
- ✱ *Obtain Approvals within Your Command Staff*
- ✱ *Know Who to Call in the Purchasing Bureau & Contact Them (via Telephone followed up by an E-Mail/ Memorandum and e-requisition)*
- ✱ *Draft a Scope of Services & Special Requirements & Forward to the Purchasing Bureau (Including deadlines for procurement i.e. Grant Funds)*

# *Solicitation Process*

## *Using Division Responsibilities*

- ✖ ✖ Notify: *Contact the Contracts Division and discuss your requirement and funding source. (Susan Kuzenka 954-321-4748)*
- ✖ ✖ Scope of Services: *Prepare a draft Scope of Services and Technical Requirements.*
- ✖ ✖ Review: *Review draft Solicitation that is prepared by the Contracts Division and be prepared to make recommendations for document modification during the SC/TC Meetings.*
- ✖ ✖ Attend: *Attend solicitation meetings & vendor oral presentations and product demonstrations/site visits (if required).*
- ✖ ✖ Review: *Review submittals received and be prepared to identify which proposal(s) met the requirements of the technical specifications.*
- ✖ ✖ Negotiation Phase: *Be prepared to gather historical information to aide the Negotiation Committee. Review draft solicitation and final contract document.*
- ✖ ✖ E-Requisition: *Prepare an e-requisition based on negotiated contract.*

# Using Division Responsibilities

## Sample Scope of Services

✖ Scope of Services: (Example 1): *The Broward Sheriff's Office, the nation's largest fully accredited agency, is requesting sealed proposals for the provision of comprehensive health care services, health care personnel and program support services for the inmates of the Broward County Jail facilities.*

✖ Scope of Services: (Example 2): *The Successful Proposer shall: 1) provide all services necessary to maintain an active fleet with minimal downtime; 2) furnish all necessary supervision, labor, equipment, tools, parts, diagnostic equipment and supplies to maintain the fleet in a state-of-repair and service consistent with generally accepted fleet practices and manufacturer's warranty requirements and to ensure that service and customer support is available as stipulated in this RFP; 3) provide preventive maintenance, remedial repairs, tire service, overhaul, and 4) other related services, as may be required, to assure the continuity of effective and economical operation of SHERIFF vehicles and equipment. SHERIFF vehicles and equipment shall include, in part vehicles and equipment for which the SHERIFF has entered into contracts with other Cities and other Governmental Agencies.*

## *Where are Solicitation Notices Available to Vendors?*

✱ Advertising: Solicitations are advertised in the Ft. Lauderdale Sun Sentinel, the Westside Gazette and the Broward Daily Review. (An ITB can not be opened until 10 days after the advertising date and an RFP/RLI is not opened until 28 days after the advertising date.)

✱ Web Page: Vendors may download copies of solicitations from the BSO Web Page. [www.sheriff.org/purchasing](http://www.sheriff.org/purchasing)

✱ E-Mail: Vendors that have registered on-line through the BSO Web Page receive solicitations via e-mail on the same day that the solicitations are posted on the web site and sent to the newspaper for insertion in their next publication. (Addenda, Information Letters and other information are also sent via email to vendors.)

## *What Solicitation Method will be Utilized?*

✖✖ *Invitation to Bid (ITB)*

✖✖ *Request for Proposal (RFP)*

✖✖ *Request for Letters of Interest (RLI)*

✖✖ *2-Step RLI*

## *What Solicitation Method will be Utilized?*

### *(Solicitation Characteristics)*

#### *✧ Invitation to Bid (ITB):*

- ✧ *Specifications are known.*
- ✧ *Using Division approves the technical specifications prior to issuing bid.*
- ✧ *Bid is advertised, posted on the Sheriff.org web site and sent via e-mail to potential bidders.*
- ✧ *Sealed Bids are publicly opened on a predetermined date and time and the names of the firms and pricing are read publicly into the record.*
- ✧ *Agent reviews bids received and forwards a copy of the low responsive responsible bidder to the Using Division for their review and concurrence or rejection.*
- ✧ *Award is made to low responsive responsible bidder.*
- ✧ *A Purchase Order is issued from an e-Requisition.*

## *What Solicitation Method will be Utilized?*

### *(Solicitation Characteristics)*

#### *✦ Request for Proposal (RFP):*

- ◆ *Requirements are known.*
- ◆ *Selection Committee with the assistance of the Technical Committee approves the technical requirements prior to issuing the RFP.*
- ◆ *Sealed Proposals are received on a predetermined date and time and the names of the firms are read publicly into the record.*
- ◆ *After review of the proposals by the SC/TC and oral presentations/product demonstrations and site visits (if required), a recommendation for award is made to the highest ranked firm based on predetermined criteria.*
- ◆ *A contract is negotiated.*
- ◆ *A Purchase Order is issued from an e-Requisition.*

## *What Solicitation Method will be Utilized?*

### *(Solicitation Characteristics)*

#### *✧ Request for Letters of Interest (RLI):*

- ✧ *Exact requirements are usually not known.*
- ✧ *Selection Committee with the assistance of the Technical Committee approves the RLI prior to issuing the RLI.*
- ✧ *Sealed Proposals are received on a predetermined date and time and the names of the firms are read publicly into the record.*
- ✧ *After review of the proposals by the SC/IC and oral presentations/product demonstrations and site visits (if required), a recommendation for award is made to the highest ranked firm. Firms are ranked 1,2,3.*
- ✧ *A contract is negotiated.*
- ✧ *A Purchase Order is issued from an e-Requisition.*

## *What Solicitation Method will be Utilized?*

### *(Solicitation Characteristics)*

#### *✧ 2-Step RLI:*

- ✧ *Exact requirements are usually not known.*
- ✧ *Selection Committee with the assistance of the Technical Committee approves the RLI prior to issuing the 2-Step RLI.*
- ✧ *Sealed Proposals are received on a predetermined date and time and the names of the firms are read publicly into the record.*
- ✧ *After review of the proposals by the SC/TC and oral presentations/product demonstrations and site visits (if required), and pricing, firms are ranked 1,2,3 by the SC. The number 1 ranked firm (the firm that is best qualified) is recommended for award.*
- ✧ *A contract is negotiated.*
- ✧ *A Purchase Order is issued from an e-Requisition.*

## Construction Services Agreements

### Construction: (General Contracting)

- ◆ Weiss & Woolrich was awarded the contract for General Contracting Services less than \$100,000. Contact: Scott Mirloca (954) 520-6131.
- ◆ A prequalified list of contractors has been established and is utilized for projects over \$100,000. Notify Mike Cahill & Susan Kuzenka for these projects.
- ◆ An e-requisition is required.

### Construction: (Electrical):

- ◆ Mills Electric was awarded the contract for electrical services for BSO. Contact: Doug Mills (954) 785-0338
- ◆ Notify Mike Cahill of these projects.
- ◆ An e-requisition is required.

# When Will the Solicitation be Completed?

## Timelines for Solicitation Methods

| Steps:                                                 | ITB                    | RFP                     | RLI                    | 2-Step                 |
|--------------------------------------------------------|------------------------|-------------------------|------------------------|------------------------|
| Draft Specs prepared by User & sent to purchasing      | 1 - 7<br>Days          | 7-14<br>Days            | 1-7<br>Days            | 1-7<br>Days            |
| Agent prepares draft solicitation.                     | 1 - 5<br>Days          | 3-5<br>Days             | 1-2<br>Days            | 1-2<br>Days            |
| Concurrence received to issue solicitation             | 1 - 3<br>Days          | 30 Days                 | 7-14<br>Days           | 7-14<br>Days           |
| Draft converted to Final & solicitation issued.        | 1 - 3<br>Days          | 2-5<br>Days             | 1-3<br>Days            | 1-3<br>Days            |
| Solicitation Due Date (may require pre-bid conference) | 10 - 30<br>Days        | 28 - 42<br>Days         | 28 - 42<br>Days        | 28 - 42<br>Days        |
| Award Process (RFP/RLIs include Oral Interviews)       | 1 - 90<br>Days         | 42 - 180<br>Days        | 28 - 84<br>Days        | 28 - 74<br>Days        |
| <b>TOTALS</b>                                          | <b>15-138<br/>Days</b> | <b>112-276<br/>Days</b> | <b>64-152<br/>Days</b> | <b>64-142<br/>Days</b> |

# *Solicitation Process*

## *Terminology*

- ✦ 1122 Program: Counter-Drug Program that gives BSO the authority to purchase items related to Drug Enforcement utilizing GSA pricing.
- ✦ #1 Ranked Firm: Firm ranked #1 by the SC in an RLI process. The firm is the one determined to be the one most qualified to perform the requirements of the RLI.
- ✦ Advertising: A legal notification to the potential proposers that BSO is requesting that their firm submit a proposal for a specific item or service.
- ✦ Boiler Plate: Standard Terms & Conditions (pre-approved by Legal) specific to a solicitation method.

# Solicitation Process

## Terminology

### ✧ Committees:

- Selection Committee (SC): Staff members selected by the Executive Director of Administration (usually Col. Or Directors) that will evaluate all information & make a recommendation as to the firm that is best qualified to provide the services for BSO.
- Technical Committee (TC): Staff members from the Using Division, Legal, Risk Management and Contracts that support the SC by gathering information (ie references) and presenting the information to the SC.
- Negotiation Committee (NC): Individuals from the SC/TC negotiate the contract with the number one ranked firm.

# *Solicitation Process*

## *Terminology*

✧ Co-Operative Bid: *A solicitation issued on behalf of two or more public procurement agencies to obtain the benefit of volume purchases and/or reduction in administrative expenses.*

✧ Cone of Silence: *A process initiated when a solicitation process has started (as soon as the requirement is identified) that mandates that all correspondence be in writing to the Contracts Manager and that there be no verbal or written communications or meetings or site visitations between any vendor and any other BSO staff members. Failure to follow this procedure could result in a protest delaying the project.*

# Solicitation Process

## Terminology

✧ Contract Administrator: The management of all actions on a day to day basis by an individual in the Using Division that must be taken to assure compliance with the terms of the contract after the award of the contract.

✧ Evaluation Criteria: Utilized in an RFP process. Specific criteria with percentage points assigned to each criteria (i.e. Experience)

✧ Funding Source: The source of funds for the total value of the contract.

# Solicitation Process

## Terminology

- ✧ Historical Information: Information from BSO or other Agencies that pertain to the solicitation. (I.e. copies of contracts and/or pricing from other governmental agencies, stats on Inmate Population, etc.)
- ✧ Highest Ranked Proposer: 1) Evaluation process utilizing weighted criteria to determine the best proposer to provide the requirements of an RFP. 2) Evaluation process in an RLI solicitation where the proposers are ranked 1, 2, 3 with 1 being the best qualified to provide the goods or services.
- ✧ Invitation to Bid (ITB): A bid which must be submitted in a sealed envelope & in conformance with a prescribed format to be opened in public at a specified time. Award to Low Responsive Responsible Bidder.

# Solicitation Process

## Terminology

- ✱ Mandatory Requirements: Requirements that a vendor must meet to be considered for award (i.e. Must be financially sound and authorized to do business in the State of Florida.)
- ✱ Oral Presentation: This process is similar to interviewing a candidate for a new position. At a pre-determined date & time, short listed vendors verbalize to the SC & TC why their firm would be the most qualified. At this time the SC asks each vendor a list of questions (same questions to each vendor).
- ✱ Opening or Due Date: Solicitations must be received in the Purchasing Bureau on or before the Opening Due Date & Time listed in the solicitation, advertising & posting.

# *Solicitation Process*

## *Terminology*

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✦ Posting: *Notification on the BSO Web site to potential proposers that their firm should submit a proposal for a specific item or service. (Proposers may download the solicitation directly from the BSO Web.) If vendors have registered on-line they will receive e-mail notification of the solicitation as soon as the solicitation is posted.*

✦ Product Demonstration: *This is utilized most often when procuring software. The short listed vendors are required to demonstrate their product based on a script that is prepared by the TC.*

# Solicitation Process

## Terminology

- ✦ Protest: A written objection to the Purchasing Bureau by an interested party to a solicitation, or to a proposed award or award of a contract, with the intention of receiving a remedial result.
- ✦ Ranking: Each SC recommends the number 1, 2 & 3 ranked firm based on the vendor's proposal & oral presentation/product demonstration (if required).
- ✦ Request for Proposal (RFP): Solicitation method utilized when qualifications as well as price are a determining factor. Award based on criteria (with percentages) listed in RFP to highest ranked firm.

# *Solicitation Process*

## *Terminology*

✧ Request for Letters of Interest (RLI): Solicitation Method utilized to obtain qualifications of vendors for a specific scope of work. SC recommends award to the #1 ranked firm.

✧ 2-Step RLI: Combination solicitation method designed to obtain the benefit of ITB & RLI. Pricing is evaluated after qualifications. Shortlist: Utilized to narrow the list of vendors to the firms that are best qualified to provide the services for BSO. Sometimes called Finalist.

✧ Responsive Bidder: A bidder or proposer who has submitted a bid which conforms in all material respects to the requirements stated in the solicitation.

# *Solicitation Process*

## *Terminology*

✱ Responsible Bidder: *A bidder or proposer who has the capability in all respects to perform fully the contract requirements (includes experience, reliability, capacity, facilities, equipment, and financial ability).*

✱ Scope of Services: *A short definition of the services that are being requested in the Solicitation.*

✱ Short listed: *The firms (from all firms that submitted proposals) that the SC has selected to proceed to the next solicitation step (usually the oral presentation).*

# *Solicitation Process*

## *Terminology*

- ✧ Site Visitations: *1) All vendors that will be submitting proposals visit our site at a pre-determined date and time to view the area that would be affected in the contract. 2) BSO staff visits agencies or companies to view their facilities or view software in a live environment.*
- ✧ Sole Source: *Item or service that can only be purchased from one source (proprietary) or must be purchased from one source as it is a component of a larger system and the warranty will be void if purchased/installed from another vendor.*

# *Solicitation Process*

## *Terminology*

- ✦ Solicitation: A request for a priced quote and/or qualifications of a firm for the procurement of equipment, goods or services.
- ✦ Solicitation Meetings: Includes meetings to review draft solicitation, meetings to review proposals received, meetings to review oral presentations/product demonstrations, meetings to recommend a vendor for award and negotiation meetings (if on negotiation committee).
- ✦ Term Contract: Contract that establishes one or more sources of supply for a specific period of time for specified services or supplies.

# *Solicitation Process*

## *Terminology*

✧ Technical Requirements/Specifications: Description of what goods or services will be required in the subsequent contract. Also includes, background information regarding BSO as it relates to the solicitation.

✧ User Concurrence: Review of low bid documents and pricing by Using Division. Using Division may either concur to proceed with the award or request that the low bidder be declared non-responsive (reason given) and request a copy of the next low bidder for review.

# Contract & Purchasing Automation

## Major Procurements (Examples) FY 2004

✖ ITB: (Project Quotes to establish pricing from ITB Pre-Qualified List of Contractors)

- ◆ On-Call Electrical Services
- ◆ On-Call General Contractor Services

✖ Sole Source/1122 Program:

- ◆ DUI/BAT Vehicle (1122 Counter Drug Program) (\$217,041.00 Vehicle Cost = 6.25% savings + 1.5% payment discount).

✖ RFP:

- ◆ ERP Financial System
- ◆ Inmate Health Care Services

✖ RLI:

- ◆ Case Management Probation Software (2-Step)

- ◆ Insurance Brokerage Services

- ◆ Workflow Study

- ◆ Recruitment Advertising to Augment Existing Services

# OVERVIEW of MAJOR CONTRACT PROCUREMENT- 5 “W” of Purchasing

- ✧ WHO: Both the Using Division & the Purchasing Bureau have responsibilities to ensure a successful procurement.
- ✧ Using Division – Defines the need (Scope & Requirements)
- ✧ Purchasing Bureau – Responsible for the Solicitation Process.
- ✧ WHAT : Purchasing Agent selects the solicitation method (ITB, RFP, RLI or 2-Step RLI) that best suites the type of Procurement required.
- ✧ WHEN : Timelines for completion of Solicitations vary depending on the complexity of the procurement item.
- ✧ WHERE : Solicitation Notices are Advertised in the Local Newspapers, Posted on the Sheriff.Org Web Site and e-mailed to vendors.
- ✧ WHY : A Formal Solicitation is required for the Procurement of Equipment, Goods or Services with a value of \$30,000 or more.

Thank You