

# Procurement Roadmap for District Departments

Summary of M-DCPS' Procurement Board Policy  
Presented by Procurement Management Services Dept.



# Take-aways

- \* After this presentation, your office will be more familiar with:
  - \* **Purchasing Thresholds**
  - \* **Common Terms for Procurement - different bid documents, P-card and fund reservations**
  - \* **M-DCPS Procurement process for goods and services**
    - \* **Importance of your role**
  - \* **Scope of Work Cheat Sheet**
  - \* **Dept. Responsibilities during Pre and Post Awards of Bids**
  - \* **School Board policies related to Procurement**
  - \* **Vendor Performance and Contract Extensions**
  - \* **Schedule individual dept. training**

# Procurement Management – Goods and Services Summary

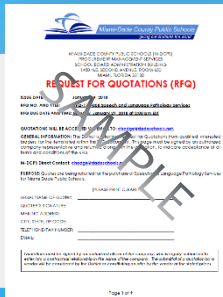
- \* The Procurement Management Services (“PMS”) Department seeks to purchase goods and services for the School Board of Miami-Dade County, FL, which includes supplies, materials, commodities and services for over 300 schools and various Administrative locations.
  - \* PMS staff also facilitate vendor management services
  - \* **PMS seven major buying areas for goods & services:**
    - \* maintenance,
    - \* IT services, including hardware, software and services,
    - \* transportation,
    - \* food and nutrition, professional services,
    - \* FF&E and
    - \* Textbooks.
- with an estimated annual spend of approximately \$500,000,000 per year.**

# Purchasing Thresholds

## Procurement - Board Policy 6320 - Thresholds

Purchasing Thresholds	Purchased by Using	Best Practice Process to follow
\$.01- \$999.99	One (1) Quote. But why not shop around and get the best price!	<ul style="list-style-type: none"><li>➤ Check the Procurement website for an awarded solicitation</li><li>➤ Get a written quote which is dated and signed</li></ul>
\$1,000 - \$49,999	Three (3) Quotes / Request For Quote (RFQ) <i>Process Certain 6320 policy exemptions may apply.</i>	<ul style="list-style-type: none"><li>➤ Check the Procurement website for an awarded solicitation</li><li>➤ Get three (3) written quotes, including one from a certified minority firm.</li></ul>
\$50,000 +	ITB, RFP and ITN	<ul style="list-style-type: none"><li>➤ Check the Procurement website for an awarded solicitation</li><li>➤ Contact Procurement Management Service for guidance &amp; submit the Scope of Work for the products or service needed</li></ul>

# Overview of Solicitation Process



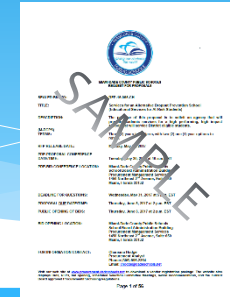
## Request for Quotation (RFQ)

- \$1,000-49,999
- Evaluation by Procurement and awarded based on price, market conditions and availability of goods



## Invitation to Bid (ITB)

- Over \$50,000
- Formal Solicitation Process
- Evaluation by Procurement and awarded based on price, market conditions and availability of goods
- Lowest cost/ responsive and responsible



## Request for Proposal (RFP) or Invitation to Negotiate (ITN)

- Over \$50,000
- Formal Solicitation Process
- Performance Indicators
- Reviewed and selected by appointed Selection Committee (mandated by School Board Policy 6320)



Procurement Process - How does my office  
obtain needed services?

Using a bid document, P-card or  
Funds Reservation/Check Request

# Procurement Process - How does my office obtain needed services? Using a bid document - Overview

- \* The originating department sends an email and/or sets up a meeting with Procurement identifying needs
- \* Procurement reviews the specifications/scope of work to determine what type of bid to use, RFQ, ITB, RFP or ITN
- \* Once the document is determined, PMS drafts the bid for dept. review, edit and approval
- \* Draft bid information is presented to the Goal Setting Committee to establish SBE/MBE goals for **RFP, ITB and ITN only**
- \* Final draft bid forwarded to Originating dept's signature, prior to release.
- \* Bid is released and advertised and **cone of silence** in effect. Originating depts. May contact incumbent vendors and/or other interested vendors and direct them to PMS website for additional bid details. Bids advertised on PMS website & local papers.
- \* For ITB/RFPs, Prebid meeting occurs when bidders have the chance to ask questions about process and content
- \* Bids are due and submitted by deadline. No Late Bids are accepted
- \* ITBs are reviewed by Procurement staff for lowest responsive and responsible bidder(s)
- \* RFPs are evaluated by Selection Committee members.
- \* Recommendations for award are sent for Board review and approval
- \* After award, Procurement staff track bid spend and discuss vendor performance with the originating depts. Quarterly meetings are held to document spend and vendor performance.
- \* Prior to six months of the contract expiration, Procurement and originating depts. Determine if bid will be extended and/or new bid released.

# Scope of Work Development for RFQ/ITB/RFP/ITNs – Cheat Sheet

- \* Determine the Overall Objective
- \* Determine the Products/Services to be Delivered
- \* Establish the Tasks to be Performed, where it will be performed and when, etc.
- \* Establish Mandatory/Desirable Project Specifications
- \* Determine the Acceptable Performance Levels
- \* Determine how you intend to Monitor Performance Levels
- \* Determine the consequences of Unacceptable Performance



# Originating Department Role/Responsibility for Bid Documents – Pre-Award

- \* Plan early and let Procurement know what you may have coming. Quarterly meetings with assigned Procurement Analyst
- \* Attend Goal Setting Meetings with Procurement staff
- \* Before ITB/RFP released, make sure to review final draft
- \* Dept. may provide PMS staff with email addresses of potential bidders. PMS staff may directly email potential bidders, although not a requirement in Board Policy 6320, Purchasing

# Originating Department Role/Responsibility for Advertised/Active Bids – Pre-Award

- \* Attend Pre-Bid or Pre-Proposal conferences where potential bidders may ask questions
- \* Provide answers to questions received for the respective Bid/RFP/ITN
- \* Refer all questions/comments to PMS staff, in compliance with Cone of Silence Board policy
- \* **Have no communication with potential vendors, excluding referring potential bidders to PMS website**

# Originating Department Role/Responsibility for Advertised/Active Bids – Pre-Award

- \* **Dept. may attend public bid opening of bids in PMS office**
- \* Communicate with PMS staff regarding the number of responses to bids
- \* **For ITBs, originating departments review and approve draft Bid results tabulated by Procurement**
- \* **For RFPs, originating departments should be on the selection committee so they can speak to the resulting award item. Dept. staff MUST review all required items needed for proposal responses. PMS staff check ONLY submitted Exhibits, including references.**
- \* Review, approve and/or edit draft Board items, provide backup information and sign the Completed Solicitation Form and return back to PMS staff
- \* Attend Board Committee and Board meetings when your solicitation item is being presented

# Originating Department Role/Responsibility for Bid Documents – Post-Award

- \* For ITBs and RFPs, PMS staff issues Notice of Award Letters to vendors
- \* **For RFPs, contracts are required**
  - \* Dept. MUST work with Legal to draft contracts
  - \* PMS staff will provide copies of awarded proposals and awardee info to Legal
  - \* Once draft contract completed, Dept. is responsible to route to vendor for signature, giving them no more than 10 days to return
  - \* Two originally signed contracts, in blue ink, required
  - \* Once received, Dept. MUST route internally to Legal, Risk Mgt., Grants, if applicable, CFO and the Supt. Office for final review and signature
  - \* Fully executed contract copy sent to vendor and copy sent to PMS staff
- \* PMS staff and Dept. may facilitate a kick-off mtg. with awarded vendor (s) to discuss terms and conditions and expectations of contract.

# Originating Department Role/Responsibility for Bid Documents – Post-Award – Site Scope Meetings

- \* For pre-approved awarded ITBs, Dept. must send scope of work to PMS staff
- \* PMS staff issues RFQ for awarded vendors only, with specific instructions
- \* RFQ posts for reasonable time, usually 10 days
- \* All terms and conditions from awarded bid apply
- \* PMS staff tabulate results and award to the lowest responsive and responsible bidder(s)
- \* Notice of Agency Decision is posted and Notice to Proceed is sent by Dept., after 3 days

# Originating Department Role/Responsibility for Bid Documents – Post-Award – Pre-approved Bids

- \* Dept. seeks to obtain items/services from pre-approved vendor list
- \* Dept. send scope of work for specific items/services
- \* PMS staff issues RFQ to awarded vendors only, with specific instructions
- \* All terms and conditions from awarded bid apply
- \* PMS staff tabulate results and award to the lowest responsive and responsible bidder(s) and/or obtain fixed prices for specific time period, 3, 6, 9 or 12 months.
- \* Notice of Agency Decision is posted and Notice to Proceed is sent by Dept., after 3 days

# Originating Department Role/Responsibility for Bid Documents – Post-Award – Vendor Performance and Contract Extensions

## **Vendor Performance**

- \* Dept. MUST track the performance of awarded vendors providing services and/or items
- \* Dept. will notify PMS staff should issues/concerns arise
- \* PMS staff notify vendor to cure the bid contract via letter
- \* If no correction made by vendor, PMS and Dept. will determine if the vendor is out of compliance and follow Board Policy 6320.04, Contractor Discipline, up to and including suspension and/or debarment of the vendor

## **Contract Extensions**

- \* At least 6 months prior to contract expiration, Dept. MUST notify PMS staff of their interest in extending current contract
- \* PMS staff will review the current bid, complete market analysis and benchmarking to ensure the better services and prices are offered in current bid
- \* If yes, contract extensions docs sent to vendor(s) and routed internally for review and approval, including Legal, CFO and Supt. office
- \* If no, PMS staff and Dept. work to re-issue new ITB/RFP/ITN and/or determine alternative option(s)

# Originating Department Role/Responsibility for Bid Documents – Post-Award – Creation of Shopping Carts

- \* Dept. creates shopping cart for awarded bids, dept. obtained quotes, services and/or single source items
- \* Dept. is responsible to demonstrate “procurement authority”
- \* Procurement authority means that the cart is authorized to be processed, pursuant to Board policy 6320
- \* Procurement authority is demonstrated by attaching the board item, if applicable, executed contract, if applicable, single/sole source letter from vendor and/or 3 quotes obtained by the Dept., if the service/item is over \$1,000. One quote MUST be obtained from a certified minority vendor.
- \* PMS staff will verify and request updated docs, if needed.
- \* If contacted by PMS, Dept. MUST respond within reasonable time



# So, what about the P-Cards?

- \* The M-DCPS Purchasing Card Program is designed to enable Work Site Administrators and their designee's the ability to procure small dollar purchases through a more efficient process
- \* **Use of the card is a privilege** and is intended to simplify and streamline the acquisition process for authorized goods and services and lower overall transactions costs
  - \* Reduces the time line of generating shopping cart, converting to PO and vendor receiving PO via mail
  - \* Reduces the time for Vendor to send invoice to District and process payment
  - \* Vendor paid within 24 to 48 hours and material shipped sooner to fill worksite needs
- \* Three (3) Quotes are required for any item that is not on a Bid with Confirmed Prices where the order is \$1,000.00 or more and should contain a quote from a certified minority Owned Vendor.

# So, what about the P-Cards?

- \* P-Card can be used for purchases \$2,999.99 or less **EXCEPT** for the following (see page 10 and 11 of P-Card Policy and Procedure Manual for full list of exclusions):
  - \* FF&E 1,000.00 and greater as a Property Tag is required for Assets \$1,000.00 and greater and is obtained via the shopping cart/PO process
  - \* **Any product ordered through S&D, including copier paper and Custodial Equipment, cannot be purchased via P-Card unless written documentation from S&D that they do not have nor can they deliver by required date**
  - \* Internal Funds related purchases
  - \* Fields Trips including Admissions and Chartered Bus transportation

# So, what about the P-Cards?

- \* For multiple purchases to the same vendors through the month (ex: Transportation and Maintenance), it is the responsibility of the department to work with Procurement to ensure that purchases totaling \$50,000.00 or more throughout a fiscal year has a bid in place
- \* On a monthly basis, PMS staff works with AP staff to review all expenditures made with Pcards
- \* When in doubt, inquire with the P-Card Administration Team to ask for guidance

# Fund Reservations – non-POs

- \* Non-Purchase Order Invoice Funds Reservation Purchases are purchases for goods and services, expenditures, fund transfers, etc., where a professional service contract is not required, or a bid is in place and that are not appropriate for normal competitive purchasing procedures. Only the expenditures listed below will be authorized and processed as Non-Purchase Order Invoice Funds Reservation Purchases (Board Policy 6320, Section S).
- \* **Fund Reservations DO NOT come to PMS for review and approval. There is no additional check(s) for proof of procurement authority.**

# Categories for Fund Reservations Usage, per Board Policy 6320, Section S.

- \* additional services where a professional service contract is not required or there is no bid in place (polygraph, transcribing, etc.)
- \* employee related admission/registration fees to workshops and conferences that are not expensed to out-of-county travel (all out-of-county travel must be entered through and approved by the travel system process)
- \* association fees, professional association dues, academy certification requirements and District membership to organizations
- \* internal distribution of funds to school athletic programs, vending machine commissions, diplomas, and savings programs
- \* District rental/lease of facilities
- \* all utility service, connection charges, and fees
- \* graduation program fees (non-employees, union charges, etc.), including facility rental, equipment requirements, foliage rental, non-employees, and union charges
- \* student related field trips that are not handled through a tour company or travel agency, tickets, and admissions to parks, registration fees for competitions, and hotel accommodations
- \* groceries and supplies for educational use in alternative programs or academic requirements
- \* insurance policies payments/reimbursements, State fees (retirement, unemployment compensation, etc.), tax related payments, legal settlement payments and bonds, license fees and agreements, permit fees, property loss payment
- \* media advertising (newspaper, radio, television, banners, brochures, pamphlets, etc.)
- \* grant authorized workshop reimbursements including refreshments
- \* petty cash replenishment
- \* postage requisitions
- \* toll charges for authorized District departments
- \* travel reimbursement for non-employees

# School Board Policies related to Procurement

- \* **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 6424, Purchasing Cards**
- \* **School Board Policy 6334, Prequalification of Contractors for Educational Facilities**
- \* **School Board Policy 6325, Cone of Silence**
- \* **School Board Policy 8150, Lobbyist**
- \* **School Board policy 6320.04 Contractor Discipline (January 2016)**
- \* **School Board policy 1129, Conflict of Interest**
- \* **School Board policy 1210, Standard of Ethical Conduct**
- \* **School Board Policy 1210.01, Code of Ethics**

# School Board Policies related to Procurement – Cone of Silence, Board Policy 6325

- \* Cone of Silence" means a prohibition on any communication regarding a particular Request for Proposals (RFP), bid, invitation to bid, or other competitive solicitation between:
  - \* 1. any person who seeks an award, including a potential vendor or vendor's representative, an employee, partner, director, or officer of a potential vendor, or consultant, lobbyist, or actual or potential subcontractor or sub-consultant of a vendor, or any other individual acting through or on behalf of any person seeking an award; and
  - \* 2. any School Board member or the member's staff, the Superintendent, Deputy Superintendent and their respective support staff, or any person appointed by the Board to evaluate or recommend selection in the competitive procurement process.
- \* A Cone of Silence shall be applicable to each RFP, bid, invitation to bid, or other competitive solicitation during the solicitation, review and Board action of bid proposals as appropriate.
- \* At the time of issuance of the solicitation, the Superintendent shall provide public notice of the Cone of Silence and written notice, including electronic communication, to the Board, District staff and any other person involved in the review, evaluation, recommendation, approval, rejection or award of the responses as appropriate. The Superintendent shall include in any advertisement and public solicitation for goods and services a statement disclosing the requirements of this section.
- \* The Cone of Silence shall terminate at the time the item is presented by the Superintendent to the appropriate Board committee immediately prior to the Board meeting at which the Board will award or approve a contract, reject all bids or responses, or take any other action that ends the solicitation and review process.

# School Board Policies related to Procurement – Cone of Silence, Board Policy 6325

- \* Every week, the Procurement Management Services issues an email to all Cabinet level staff, as well as Board member staff listing all the ACTIVE solicitations.
- \* On Procurement Management Services' website, a Cone of Silence button is available for easy access so any members of staff and/or the public can have easy access to all ACTIVE Solicitations.  
<http://procurement.dadeschools.net>
- \* **Originating departments can contact vendors about the current solicitations by directing interested vendors to PMS' website**
- \* **No meetings related to ACTIVE solicitations can be facilitated without PMS**



## Requirements for Becoming a Lobbyist – Necessary when meeting with vendors

- \* In order for vendors, registered or not with the District, to present ideas/products/services to District staff and Board members, this vendor **MUST** be a registered lobbyist, per School Board Rule 8150
- \* Lobbyist registration costs \$250.00 and follows the fiscal year, July 1 through June 30<sup>th</sup>
- \* Registration is processed through the Board Clerk's office
- \* <http://www.dadeschools.net/schoolboard/lobbyist.asp>

# Thank you for reviewing the Procurement Overview!

Any feedback on today's presentation, questions, comments and/or concerns, please feel free to contact:

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