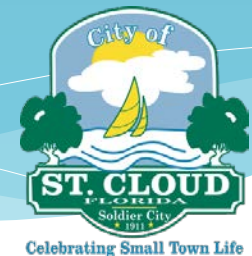
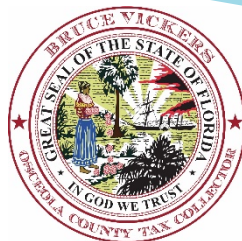
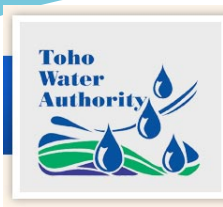




How To Do Business with Your Local Government Agencies

Vendor Appreciation Day Training
Friday, March 29, 2019



Celebrating Small Town Life

WELCOME

Thank you for joining the
Osceola County Purchasing Consortium's
Annual Vendor Appreciation Event



Consortium Member Agencies

- * **Osceola County Board of County Commissioners**
 - * **Rebecca Jones, Procurement Services Director**
- * **The School District of Osceola County**
 - * **Ed Parker, Director of Purchasing, Contracts and Warehouse Services**
 - * **Cheryl Hood, Purchasing Supervisor**
- * **Kissimmee Utility Authority**
 - * **Coraly Vasquez, Senior Buyer**
- * **Toho Water Authority**
 - * **Felicia Holmes, Procurement Services Manager**
 - * **Terry Park, Procurement Analyst**
- * **City of Kissimmee**
 - * **Brandon Durango, Procurement Manager**
 - * **Debbie Luke, Procurement Coordinator**
- * **City of St. Cloud**
 - * **Leslie Flores, Procurement Services Director**
- * **Osceola County Sheriff's Office**
 - * **Jessica McDonald, Purchasing Supervisor, Osceola County Sheriff**
 - * **Jane Demeulenaere, Accounting Manager**
- * **Osceola County Tax Collector**
 - * **Bruce Vickers, Tax Collector**

Role of Public Procurement or Purchasing Office

- * Purchase goods, services and/or construction for Agency in accordance with Federal, State and Local regulations
- * Promote open competition
- * Ensure that all vendors are treated equally and fairly

Key Steps in the Public Procurement Process

- * Need is identified / Scope is defined
- * Solicitation method is determined
- * Solicitation is advertised in accordance with established procurement policy
- * Vendor responses are received and evaluated
- * Recommendation for award is made
- * Award is made in accordance with procurement policy

Commonly Asked Questions

- * How do I find out about Projects?
- * What are solicitation documents and what are their differences?
- * I have the solicitation document, what should I do now?
- * How do I prepare my submittal?
- * How should I submit my bid or proposal?

How do I find out about Projects?

❖ Register with VendorLink for free at:

- <https://vendorlink.osceola.org>
for Osceola County and School District of Osceola County
- <https://myvendorlink.com>
for City of Kissimmee, City of St. Cloud, Kissimmee Utility Authority and Toho Water Authority

❖ Register with DemandStar at: www.demandstar.com

❖ Check Agency Websites

Benefits of Registration

- * Look up Solicitations and download documents
- * Select Commodity Codes to Receive Notifications of Solicitation
- * Look up Planholders for opportunities to sub-contract on larger projects
- * Monitor projects to see when awarded and to whom
- * There will be a demonstration of VendorLink following this presentation

What are Solicitations and their differences?

(Cost Based Selection)

- ❖ Request for Quotes (RFQ)
 - Small purchases of goods or services that can be clearly defined
 - Procedures vary by agency
 - Award will be to responsive, responsible bidder with the lowest price

- ❖ Invitation to Bids (ITB)
 - Formal purchases of goods or services that can be fully defined
 - Requires public advertising and sealed bids
 - Award to responsive, responsible bidder with the lowest price bid

Solicitations and their differences cont'd

(Qualification Based Selection)

- ❖ Request for Proposals (RFP)
 - Formal solicitation requiring public advertising
 - Used for purchases of items or services that are cannot be fully defined
 - Proposals must be sealed
 - Award based on evaluation criteria defined in solicitation document
 - Committee evaluates proposals

Solicitations and their differences cont'd

(Qualification Based Selection cont'd)

- ❖ Request for Qualifications (RFQ) (RFQU) (PS)
 - Formal solicitation for architectural, engineering, landscape architectural, surveying, mapping and construction management services in accordance with FL Statute 287.055.
 - Cost cannot be a factor in the evaluation.

- ❖ Request for Letters of Interest (RFLOI)
 - Formal solicitation for the purchase of complex commodities and/or services such as technology or volatile market areas.
 - Procedures include negotiating with two or more top-ranked firms simultaneously to obtain a final, negotiated contract.

I downloaded the Solicitation. What should I do now?

- * **READ** the Document carefully from beginning to end.
- * Note important dates, including pre-bid meeting, last date for questions and **DUE DATE and TIME.**
- * Pre-bid meetings provide valuable information about the project directly from department staff; you are always encouraged to attend.
- * Is the pre-bid meeting mandatory? If yes – you must attend the meeting to be eligible to bid.

What should I do now cont'd

❖ Ask questions

- If you are unsure of anything regarding the documents or process contact the Procurement/Purchasing staff

❖ Submit your questions in writing before the final date for questions (email is acceptable)

❖ Check for Addenda

- Addenda could include valuable information developed during the solicitation process.

How should I prepare my submittal?

- ❖ Make sure you **include all information requested** in the solicitation document and addenda
 - Forgetting a simple document like a resume or a business tax receipt could disqualify your bid
- ❖ Include all forms that have to be **signed by an authorized official/officer**
- ❖ **Check your math**
 - Unit price prevails with most agencies
- ❖ Include references that reflect work similar to what is being requested
- ❖ Review your bid/proposal one last time before you submit

How should I submit my bid or proposal?

- * Bids must be received by the due date and time in the office designated by the agency
- * Bids/Proposals must be submitted in a sealed envelope or package and labeled properly
- * If sending your bid by mail, UPS, FedEx – send it a day early to make sure it gets to the office on time
- * If you are hand delivering – give yourself ample time to find parking and then the office

Things we look for...

- * Maintain insurance; a copy of your Certificate of Insurance is required prior to award
- * Obtain Local Business Tax Receipt in the County which your business resides
- * Keep status active with the Department of State (Sunbiz)
- * Maintain all required licensure for your area of work

Helpful Hints

- * Register on VendorLink and/or Demandstar
- * Research past bids, they are public record.
- * Consider forming a partnership with another business.
- * Get certified as a minority, woman-owned, local small business enterprise or service disabled veteran firm (if applicable).

Purchasing and Payment Tools

- * You must receive payment authorization before starting work for a Government Agency:
 - Purchase Order
 - Purchasing Card

- * Payment Options:
 - E-Payables
 - Electronic Funds Transfer
 - Manual Checks

Additional Resources

- * Contact the Agency Representative
- * Check Agency Websites for future training events
- * Local Chambers:
 - Kissimmee/Osceola Chamber of Commerce
 - St. Cloud Chamber of Commerce

Florida SBDC at UCF – Osceola County



SBDC at UCF - Kissimmee

Kissimmee/Osceola County COC

Kissimmee

Phone: 407.847.2452

Email: Jessica.Fermaint@ucf.edu

[Web Site](#)

[Online Request for Consulting](#)

Events

Florida SBDC at UCF - Kissimmee

Osceola County Chamber of Commerce

1425 East Vine Street

Kissimmee, Florida 347444

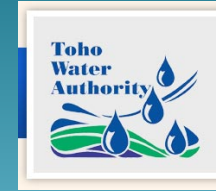
www.sbdcorlando.com/osceolacounty



**CENTRAL
FLORIDA
EXPRESSWAY
AUTHORITY**

Questions





Thank You for Your Interest in Doing Business with Us!

Agency Managers

- * **Rebecca Jones, CPPO, Procurement Services Director, Osceola County**
- * **Ed Parker, CPPO, CPPB, Director of Purchasing & Warehouse, School District of Osceola County**
- * **Felicia Holmes, CPPO, MBA, Procurement Services Manager, Toho Water Authority**
- * **Coraly Vazquez, CPPB, Senior Buyer, Kissimmee Utility Authority**
- * **Brandon Durango, Procurement Manager, City of Kissimmee**
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