

# DEPARTMENT OF PROCUREMENT MANAGEMENT 2009 FREE VENDOR WORKSHOPS

10:00 A.M.-12:00 NOON

111 N.W. 1ST STREET, STEPHEN P. CLARK CENTER, MIAMI, FLORIDA  
CONTACT US TO REGISTER (305)375-5773

## HOW TO PREPARE AN “INVITATION TO BID” 18TH FLOOR ROOM 18-3

*2nd Tuesday  
of Each Month*

JANUARY	13	JULY	14
FEBRUARY	10	AUGUST	11
MARCH	10	SEPTEMBER	8
APRIL	14	OCTOBER	13
MAY	12	NOVEMBER	10
JUNE	9	DECEMBER	8

- eProcurement (on-line services)
- How to access and download free solicitations
- What does the County purchase?
- How to enroll and/or register as a vendor and what is the difference
- Steps in the bidding process
- The four major sections of a bid and important bid requirements
- Various types of award methods
- What is a bid announcement?
- How are bids evaluated by the County?
- What happens after a contract is awarded?
- Performance Bonds/ Bid Bonds / Insurance Requirements
- Commission on Ethics and Public Trust presentation
- What is the difference between a “responsive” and “responsible” bidder?
- Governing legislation pertaining to procurement:
  - ⇒ Living Wage
  - ⇒ Small Business Enterprise Program
  - ⇒ Local Preference
  - ⇒ Cone of Silence
  - ⇒ User Access Program (UAP)

## HOW TO PREPARE AN “RFP/RFQ PROPOSAL” 18TH FLOOR ROOM 18-3

*3rd Tuesday  
of Each Month*

JANUARY	20	JULY	21
FEBRUARY	17	AUGUST	18
MARCH	17	SEPTEMBER	15
APRIL	21	OCTOBER	20
MAY	19	NOVEMBER	17
JUNE	16	DECEMBER	15

- eProcurement (on-line services)
- How to access and download free solicitations
- How to enroll and/or register as a vendor and what is the difference?
- What does the County purchase via an RFP or RFQ?
- What are the steps in the process from preparation to award?
- What are the six major sections of an RFP or an RFQ?
- What happens after a contract is awarded?
- How to qualify as a “responsive” and/or “responsible” proposer
- Commission on Ethics and Public Trust presentation
- Who can assist prospective proposers and contractors?
- Governing legislation pertaining to procurement:
  - ⇒ Living Wage
  - ⇒ Small Business Enterprise Program
  - ⇒ Local Preference
  - ⇒ Cone of Silence
  - ⇒ User Access Program (UAP)

## HOW TO PREPARE AN “ARCHITECTURAL & ENGINEERING (A&E) PROPOSAL” (OFFICE OF CAPITAL IMPROVEMENT) 18TH FLOOR ROOM 18-2

*4th Tuesday  
of Each Month*

JANUARY	27	JULY	28
FEBRUARY	24	AUGUST	25
MARCH	24	SEPTEMBER	22
APRIL	28	OCTOBER	27
MAY	26	NOVEMBER	24
JUNE	23	DECEMBER	NO CLASS

- eProcurement (on-line services)
- How to enroll and/or register as a vendor and what is the difference?
- How to access and download free solicitations
- Two-tier A&E solicitation and evaluation processes
- Commission on Ethics and Public Trust presentation
- How to properly respond to a Notice to Professional Consultant
- Governing legislation pertaining to procurement:
  - ⇒ Local Preference
  - ⇒ Cone of Silence