



miamidade.gov

PROCUREMENT MANAGEMENT
111 NW 1ST Street • Suite 1300
Miami, Florida 33128 - 1974
Telephone: 305-375-5289
Fax: (305) 375-4407 or (305) 372-6128

July 18, 2011

Dear Colleague:

With the current economic condition, shrinking budgets and staff resources, now is an excellent time to take advantage of Miami-Dade County's User Access Program (UAP). The UAP is an exciting revenue sharing opportunity for governmental, quasi-governmental and not-for-profit organizations. Your organization can receive significant benefits by accessing competed County contracts. There are considerable savings in terms of reduced administrative and personnel costs, and you can take full advantage of our favorable contract pricing, terms, and conditions without the effort of establishing the contract. Additionally, as a UAP purchasing partner, your organization can share in revenue rebates for every dollar invoiced.

We invite you to visit our website at <http://www.miamidade.gov/dpm/uap.asp> to learn more about the advantages of partnering with us through the UAP and to access our extensive list of competed contracts. Get started now by completing and forwarding the simple Joint Purchase and Entity Revenue Sharing Agreement (Agreement). Once you receive a Participant Validation Number, I encourage you to immediately begin accessing our contracts. Many agencies use the extra revenue generated through this partnership to supplement their training budgets. Of course, each agency decides how to invest this additional revenue.

Participation in the UAP does not obligate you to use our contracts. Signing up does provide you with options, and an opportunity to access competitively awarded contracts that offer good value. Please review, and consider signing, and faxing your Agreement today to (305) 372-6099 or return via e-mail to JCN@miamidade.gov.

We welcome the opportunity to speak with you or someone from your purchasing or fiscal staff in order to provide additional information. Should you have any questions, please contact Joan Chin Nuke, DPM Fiscal Manager at (305) 375-4495, or me directly at (305) 375-5502 or singer@miamidade.gov.

We look forward to your participation!

Sincerely,

A handwritten signature in blue ink, appearing to read "M. Singer".

Miriam Singer, CPPO, FCPM, FCPA
Director





Department of Procurement Management

Stephen P. Clark Center
111 N.W. 1st Street, Suite 1300
Miami, Florida 33128

**MIAMI-DADE COUNTY
JOINT PURCHASE AND ENTITY REVENUE SHARING AGREEMENT
APPLICATION FORM**

*The entity indicated below requests participation in Miami-Dade County
Joint Purchase and Entity Revenue Sharing Agreement*

Entity Name: _____

Contact Person: _____

Title: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone No. _____ **Fax. No.** _____

E-mail address: _____ **Website:** _____

Authorized Signature:

Title/ Position Held:

Please return application by mail to:

*Miami-Dade County
Department of Procurement Management
111 N.W. 1st Street, Suite 1300
Miami, Florida 33128
Attention: Joan Chin Nuke, Fiscal Manager or
by **fax** (305) 372-6099, Attention: Joan Chin Nuke, Fiscal Manager
or by **e-mail**: jCN@miamidadegov*

***JOINT PURCHASE AND ENTITY REVENUE SHARING AGREEMENT
APPLICATION APPROVAL***

UAP Participants Validation No.: _____

Director's Approval: _____ **Date:** _____

*Miriam Singer, Director
Department of Procurement Management*

*Visit our website - 24 hours a day
www.miamidadegov/dpm*

Miami-Dade County - "Delivering Excellence Every Day"



QUARTERLY USER ACCESS PROGRAM (UAP) PAYMENT REPORT
 Miami-Dade County Department of Procurement Management/Fiscal Unit
 111 NW 1st Street, Suite 1300, Miami, Florida 33128 (305) 375-4495

Date

UAP Validation No.

Entry Name

Address

City

State

Zip

Contact Person/Title

Telephone #

E-Mail

Fax #

| | X | Quarter Ending | Year: 201 |
|--------------------------|-------------------------------------|-------------------------|-----------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | January 1 - March 31 | Due: April 15 |
| <input type="checkbox"/> | <input type="checkbox"/> | April 1 - June 30 | Due: July 15 |
| <input type="checkbox"/> | <input type="checkbox"/> | July 1 - September 30 | Due: October 15 |
| <input type="checkbox"/> | <input type="checkbox"/> | October 1 - December 30 | Due: January 15 |

Make check payable to:

Board of County Commissioners

Remit to:

Miami-Dade County
 Department of Procurement Management
 Fiscal Unit
 111 NW 1st Street, Suite 1300
 Miami, Florida 33128

PURCHASES MADE UNDER MIAMI-DADE COUNTY UAP CONTRACTS

| Contract # | Contract Description/Title | Vendor | Total Purchases During Quarter | UAP Deductions from Vendor (2%) | UAP Retained by Entity (5%) | UAP Due to Dade County for Current Quarter (1.5%) |
|--------------|----------------------------|--------|--------------------------------|---------------------------------|-----------------------------|---|
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| | | | | | | |
| TOTAL | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

TOTAL ENCLOSED \$0.00

By Submission of this Quarterly UAP Payment Report and corresponding payment, I _____ certify the correctness of the information. I understand that all reports and payments may be subject to an audit by Miami-Dade County.

Authorized Signature _____ Title / Position Held _____ Date _____

Note: Quarterly report must be submitted to DPMM / Fiscal Unit, no later than 15 days after the end of each quarter, regardless of value of purchases during the proceeding quarter.



Department of Procurement Management

Stephen P. Clark Center
111 N.W. 1st Street, Suite 1300
Miami, Florida 33128

MIAMI-DADE COUNTY JOINT PURCHASE AND ENTITY REVENUE SHARING AGREEMENT

USER ACCESS PROGRAM (UAP)

By submission of this agreement, the entity named below indicates an interest in participating in the Miami-Dade County joint purchase and revenue sharing User Access Program, hereafter referred to as the UAP. Completion of this agreement by the participating entity is a prerequisite to participation in the UAP and the use of Miami-Dade County contracts, terms, conditions and pricing. This agreement is NOT a binding obligation to purchase goods and services from County established contracts, ONLY an obligation to adhere to the following terms and conditions when choosing to utilize a County established contract.

It is understood that Miami-Dade County Department of Procurement Management will review all recurring and new request for purchases on an annual basis for eligibility and utilization by other governmental, quasi-governmental and not-for-profit entities, using the following criteria, which should include, but not be limited to the following: any contract previously designated for access by other entities, any contract that another municipality or quasi-governmental or non-profit entity has expressed an interest in accessing, and/or any contract that is generic and can be utilized by other municipalities or quasi-governmental or non-profit entities. Such contracts and or solicitations shall be designated for the UAP and appropriate standard language shall be placed in the solicitation document to allow access to other entities in addition to Miami-Dade County departments. Miami-Dade County will notify all participating entities of the availability of contractual documents and applicable Award Sheets by posting such information online at the DPM Website. Participation by awarded vendor(s) in the Joint Purchase Portion of the UAP is at the sole discretion of the vendor. Vendors are free to elect NOT to extend County contract prices to an entity.

It is understood that each governmental, quasi-governmental and not-for-profit entity which uses a Miami-Dade County established contract will establish its own contract, release its own orders, issue its own purchase orders, be invoiced therefrom, make its own payments, determine any additional applicable shipping terms, and issue its own exemption certificates as may be required by the bidder. Note: All entities outside of the geographic boundaries as specified in the solicitation may be subject to additional shipping charges.

It is further understood and agreed that Miami-Dade County is NOT a legally binding party to any contractual agreement made between any governmental unit and any bidder/proposer as a result of this Agreement.

All purchases resulting from the use of Miami-Dade County contracts or any contract resulting from Miami-Dade County solicitations and/or the utilization of the County contract prices and terms and conditions identified in bid documents shall make reference to the specific contract bid number being accessed.

A discount (rebate) up to 2% from the total dollar amount, less any additional shipping charges, may be deducted from all invoices resulting therefrom, prior to issuing payment to the vendor. Disbursement of the discounted amount shall be 1.5% rebated to Miami-Dade County and 0.5% retained by the entity. The entity may elect to deduct all, none or part of the rebate from the vendor's invoice. Arrangements can also be made for Miami-Dade County to invoice the vendor the 2% discount if the entity is unable to make the UAP deduction or arrange for the vendor to remit the UAP discount directly to the County. In these cases Miami-Dade County will retain 1.8% of the discount and remit 0.2% of the discount to the entity to help defray administrative costs. Agencies will be required to submit Internal Revenue Services (IRS) W9 statements in order to receive their portion from Miami-Dade County. However, the entity shall be liable to the County for the 1.5% reimbursement regardless of whether the entity invokes any or all of the 2% invoice reduction.

If entities make arrangements with the vendor to remit the UAP discount directly to Miami-Dade County, the entity forfeits their portion of the discount, unless quarterly UAP Payment Reports are submitted to Miami-Dade County. Payment shall be made to Miami-Dade County on a quarterly basis, along with the attached report form. Quarterly reports and all applicable payments must be submitted to the Department of Procurement Management (DPM) /Administrative and Fiscal Division, no later than 15 working days after the end of each quarter, regardless of the value of purchases during the preceding quarter. By submission of these summary reports and corresponding payment, the entity is attesting to their correctness. All such reports and payments shall be subject to audit by Miami-Dade County.

Willful falsification and/or failure to submit quarterly payment reports and make applicable payments in a timely manner may result in termination or cancellation of the privilege of accessing County contracts and any and all remedies relating to the collection of such fees shall be enforceable.