



Carlos Alvarez, Mayor

Procurement Management
111 NW 1st Street • Suite 1300
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miamidade.gov

August 21, 2008

Dear Colleagues:

I wanted to make you aware of an exciting revenue sharing opportunity for Governmental, Quasi-Governmental and not-for-profit organizations. Your organization can now take advantage of the purchasing power that Miami-Dade County (MDC) offers through our User Access Program (UAP). This Program offers access to established County contracts with favorable terms, conditions and pricing.

Utilizing established County contracts can provide organizations significant savings through the purchase of goods and services. As an MDC purchasing partner, organizations can share in revenue rebates for every dollar invoiced. In addition, your organization will realize substantial savings in terms of value, and reduced administrative and personnel costs currently invested in for purchasing functions.

Please take a moment to view the available UAP contracts on our website at www.miamidade.gov/dpm. From the section "Doing Business with the County", select User Access Program, click on "UAP Eligible Contracts." Award sheets and contract documents are also posted on-line at this site.

In order to participate in the UAP and access Miami-Dade County contracts, you must do the following:

- Access the **Miami-Dade County Joint Purchase and Entity Revenue Sharing Agreement** via the website. Sign, return and fax the agreement to (305) 372-6099.
- Agree to make reference to the specific County contract bid number in all purchases orders.
- Indicate your unique County assigned UAP number on all orders issued against County established contracts. This number will be assigned after your application is received.
- Deduct a 2% UAP fee from all related vendor invoices, **prior** to paying the invoice.
- Disburse the deducted amount as follows: 75% rebated to Miami-Dade County on a quarterly basis, along with the appropriate report form, and retain 25% revenue share your entity as a rebate.

Some entities already have processes in place to make payments to Miami-Dade County for other support services. This deduction is also similar to the method most finance departments use to take a discount from invoices for "prompt payment." If managing the 2% deduction poses a hardship to you, we can arrange alternatives for your organization.

We welcome the opportunity to present this Program in person to you and/or your colleagues. If you would like to schedule a presentation, or if you have any questions regarding this opportunity, please call Celia Hudson, DPM Division Director at (305) 375-1966.

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Thank you for your continued interest in accessing Miami-Dade County contracts. We look forward to speaking with you and having you join us as our purchasing partner.

Sincerely,

A handwritten signature in black ink, appearing to read "MSinger". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Miriam Singer
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@miamidade.gov*

**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.miamidade.gov/dpm*

Miami - Dade County - "Delivering Excellence Every Day"



Department of Procurement Management

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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.