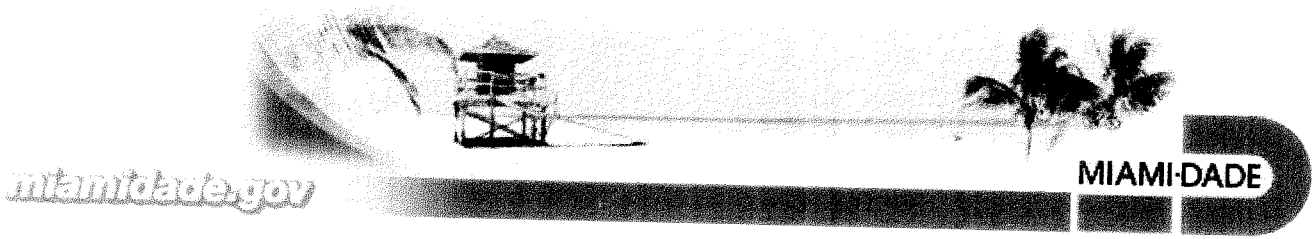
PMPS
Agenda Itemn No. 1(D)2

June 18, 2004

Procurement Process Streamlining

Department of Procurement Management
Miami-Dade Aviation Department
Department of Business Development



Agenda

- Response to BCC Direction
- Streamlining Effort
- Types of Processes
- Overview of Assumptions for Internal & Legislative Revisions

Streamlining Effort

- Current Procurement Processes
- Proposed Internal Procurement Process Revisions
- Proposed Legislative Procurement Process Revisions

Types of Processes

- Invitation To Bid (ITB) Processes
- Request For Proposal (RFP) Processes
- Department of Business Development (DBD) Processes

Department of Procurement Management Invitation to Bid (ITB) Process

- Acquisitions $25k – $100k
- Acquisitions $100k - $1Million
  (includes Formal ITBs under $100k)
- Board Items or Acquisitions over $1Million

Department of Procurement Management
Informal ITB Process
Acquisitions $25k-$100k

[redacted]

Internal Process Changes

Time Reduction Based on:

- Increased usage of e-Procurement to reduce bidding period; including eQuote response, automated tabulation, and automated award sheets
- Inclusion of affidavits in bid document.
- Assumes timely processing by all stakeholders

Legislative Changes

Time Reduction Based on:

- Revise approval process for set-aside and sub-vendor goals for actions under $100,000 **(Current process can add up to 90 days to the times above)**
- Revise requirement for county-specific Affirmative Action Plan **(Current process can add up to 30 days to the times above)**
- Establish 3 year vendor affidavits
- Change protest period to 5 business days

Department of Procurement Management
Formal ITB Process
Acquisitions $100k-$1Million

(includes Formal ITBs under $100k)

[redacted]

Internal Process Changes

Time Reduction Based on:

- Empower Divisions to Review Living Wage Requirements
- Expedite ACM approval for Acquisitions over $500k.
- Include affidavits in bid documents.
- Increased usage of e-Procurement to reduce bidding period, including eBid vendor response, automated tabulation, and automated award sheets
- Non-Contract Specific Advertisement of Solicitation
- Assumes timely processing by all stakeholders

Legislative Changes

Time Reduction Based on:

- Revise approval process for set-aside and sub-vendor goals for actions under $100,000 **(Current process can add up to 90 days to the times above)**
- Revise requirement for county-specific Affirmative Action Plan **(Current process can add up to 30 days to the times above)**
- Establish 3 year vendor affidavits
- Change protest period to 5 business days

Department of Procurement Management
Formal ITB Process
Board Items or Acquisitions Over $1million

[redacted]

200 days – Legislative Changes (130 day savings)

Internal Process Changes

Time Reduction Based on:

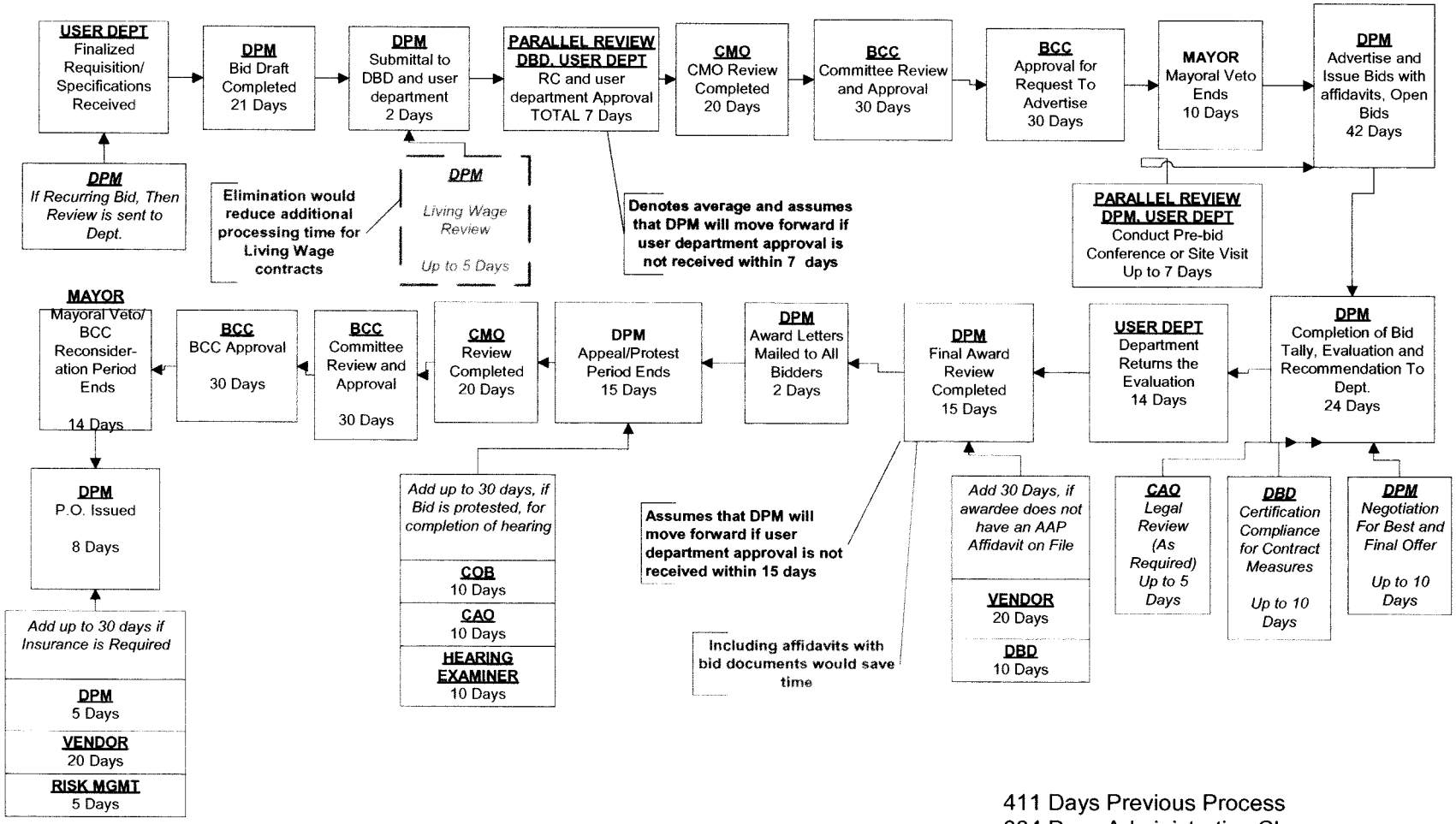
- Empower Divisions to Review Living Wage Requirements
- Expedite ACM approval for Acquisitions over $500k.
- Include affidavits in bid documents.
- Proceed with advertising prior to expiration of Mayoral Veto
- Increased usage of e-Procurement to reduce bidding period, including eBid vendor response, automated tabulation, and automated award sheets
- Non-Contract Specific Advertisement of Solicitation
- Assumes timely processing by all stakeholders

Legislative Changes

Time Reduction Based on:

- All Process Changes indicated in ITB process under $1 million plus:
- Eliminate Committee portion from BCC approval process
- Eliminate BCC approval to advertise

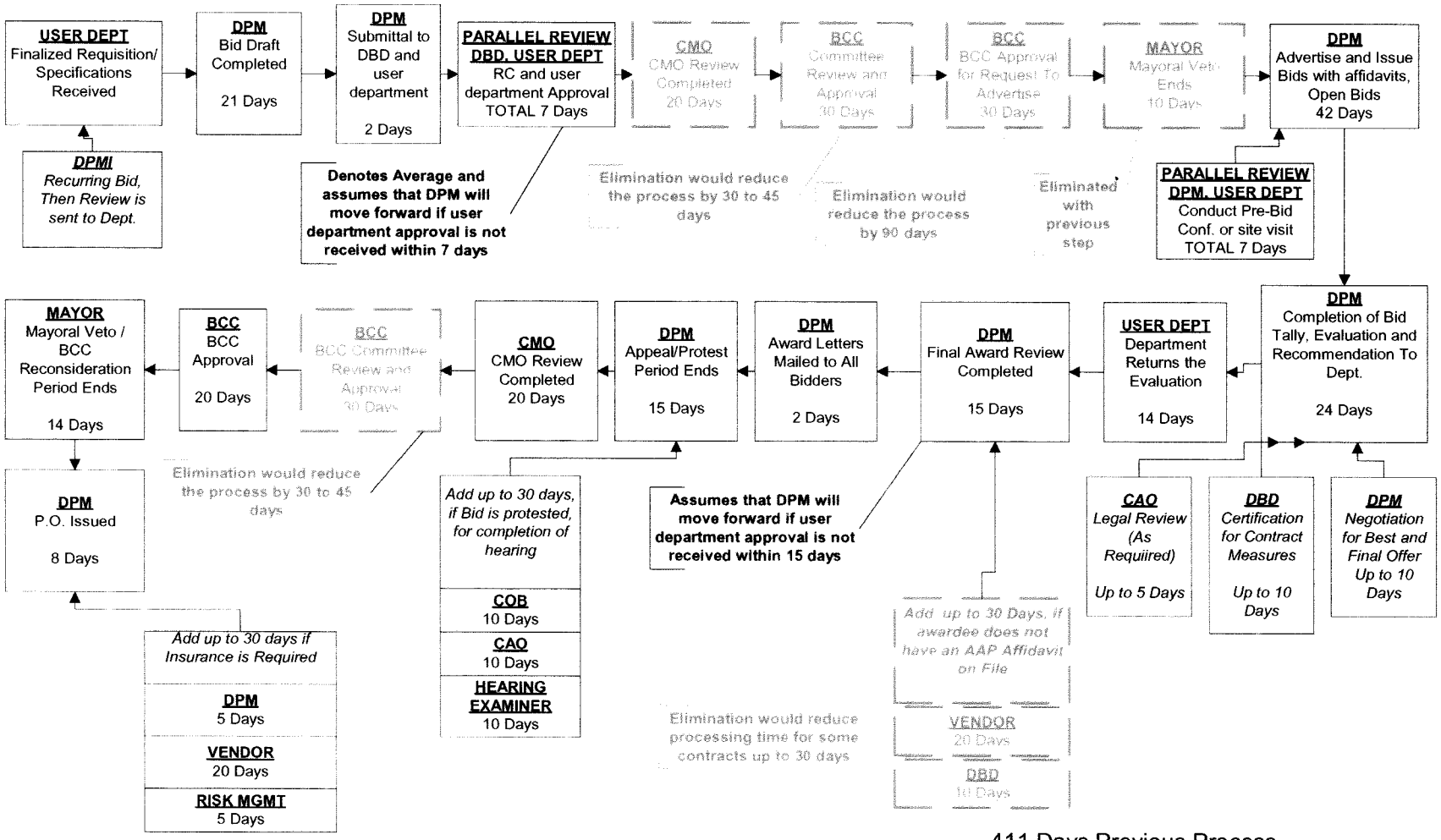
DPM Proposed Formal ITB Process
Over $1 Million
(With Administrative Process Changes)



411 Days Previous Process
334 Days Administrative Changes
200 Days Legislative Changes

All time frames based on adequate staff. All days are calendar days

DPM Proposed Formal ITB Process Over $1 Million (With Administrative and Legislative Process Changes)



411 Days Previous Process
334 Days Administrative Changes
200 Days Legislative Changes

All time frames based on adequate staff and assumes that internal process changes have been implemented.

All days are calendar days

Department of Procurement Management
RFP Process
Acquisitions up to $500k

[redacted]

83 days – Legislative Changes (7 days savings)

Internal Process Changes

Time Reduction Based on:

- All Process Changes indicated in ITB process under $1 million plus:
- Combine DPM/Client Issuance of addendum, answer questions, schedule Evaluation/Selection Committee Meetings
- Combine multiple Evaluation/Selection Committee meetings and processes
- Parallel process for Contractor review and DPM contract preparation

Legislative Changes

Time Reduction Based on:

- Revise approval process for set-aside and sub-vendor goals for actions under $100,000 **(Current process can add up to 90 days to the times above)**
- Revise requirement for county-specific Affirmative Action Plan **(Current process can add up to 30 days to the times above)**
- Establish 3 year vendor affidavits
- Change protest period to 5 business days

Department of Procurement Management
RFP Process
Acquisitions $500k to $1Million

[redacted]

83 days – Legislative Changes (7 days savings)

Internal Process Changes

Time Reduction Based on:

- All Process Changes indicated in ITB process under $1 million plus:
- Combine DPM/Client Issuance of addendum, answer questions, schedule Evaluation/Selection Committee Meetings
- Combine multiple Evaluation/Selection Committee meetings and processes
- Parallel process for Contractor review and DPM contract preparation

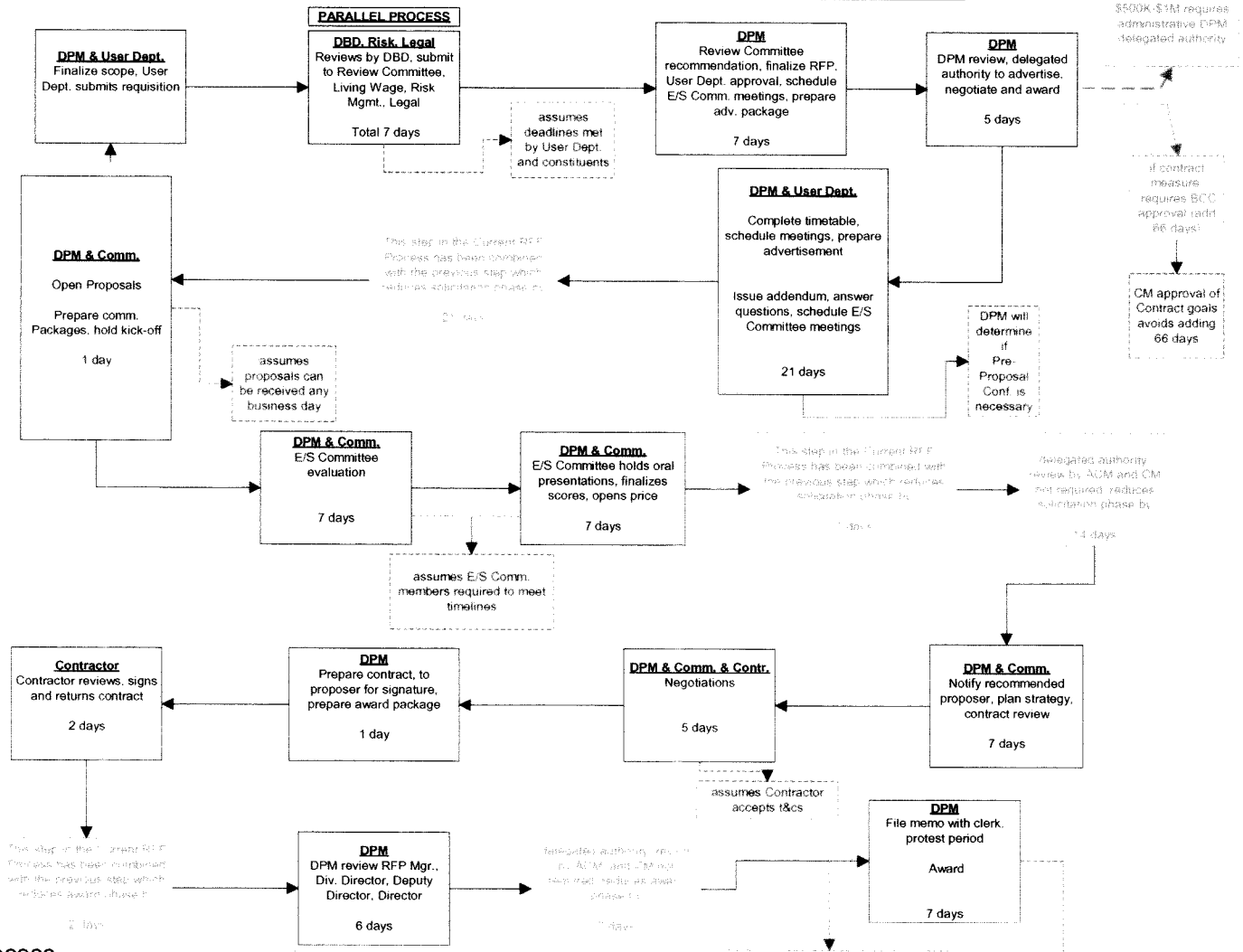
Legislative Changes

Time Reduction Based on:

- Revise approval process for set-aside and sub-vendor goals for actions under $100,000
- Revise requirement for county-specific Affirmative Action Plan
- Establish 3 year vendor affidavits
- Change protest period to 5 business days

Green = Legislative
Red = Administrative
Blue = Assumptions

DPM PROPOSED RFP Process
Under $1 Million
(with Administrative and Legislative Process Changes)



198 Days Previous Process
90 Days Administrative Changes
83 Days Legislative Changes

Department of Procurement Management
RFP Process
Board Items or Acquisitions Over $1Million

[redacted]

153 days –Legislative Changes (155 days savings)

Internal Process Changes

Time Reduction Based on:

- All Process Changes indicated in RFP process under $1 million plus:
- Proceed with advertising prior to expiration of Mayoral Veto

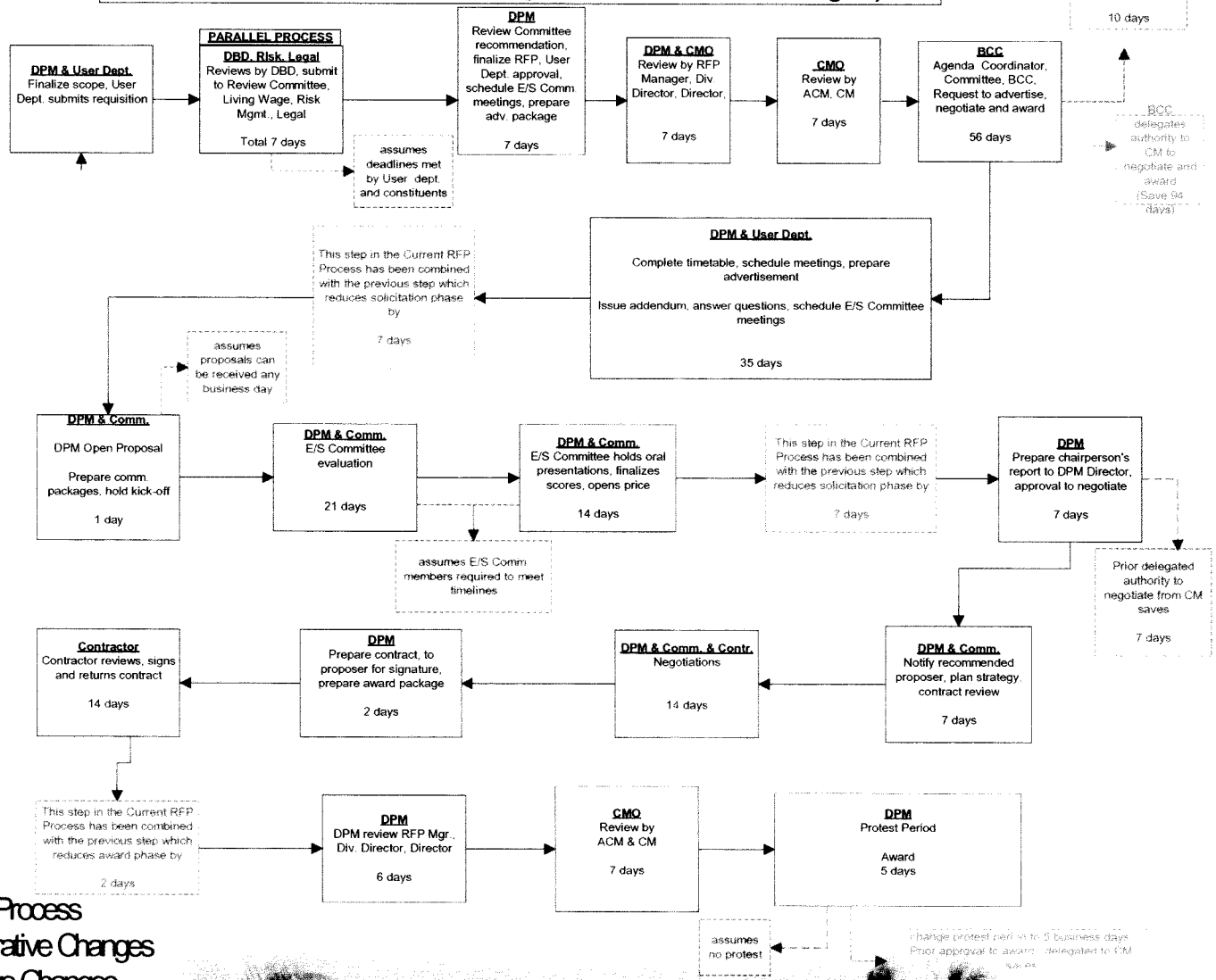
Legislative Changes

Time Reduction Based on:

- All Process Changes indicated in RFP process under $1 million plus:
- Eliminate Committee portion from BCC approval process
- Eliminate BCC approval to advertise

Red= Legislative
Green= Administrative
Blue = Assumptions

DPM Proposed RFP Process over $1Million (with Administrative and Legislative Process Changes)



341 Days Previous Process
308 Days Administrative Changes
153 Days Legislative Changes

Aviation RFP Process

Acquisitions up to $1Million

[redacted]

175 days – Legislative Changes

Internal Process Changes

Time Reduction Based on Decrease in the Following Areas of Responsibility:

- Management Activities
- Minority Affairs Activities
- HNTB Activities
- Government Affairs and Contract Administration Activities

Legislative Changes

Time Reduction Based on:

- Revision of Administrative Order 3-38 to Provide that the Aviation Director be added as a designee. This will be a pilot program. (Total of 73 days from the Current Process of 248 days)

Aviation RFP Process

Board Items or Acquisitions Over $1Million

[redacted]

218 days – Legislative Changes

Internal Process Changes

Time Reduction Based on Decrease in the Following Areas of Responsibility:

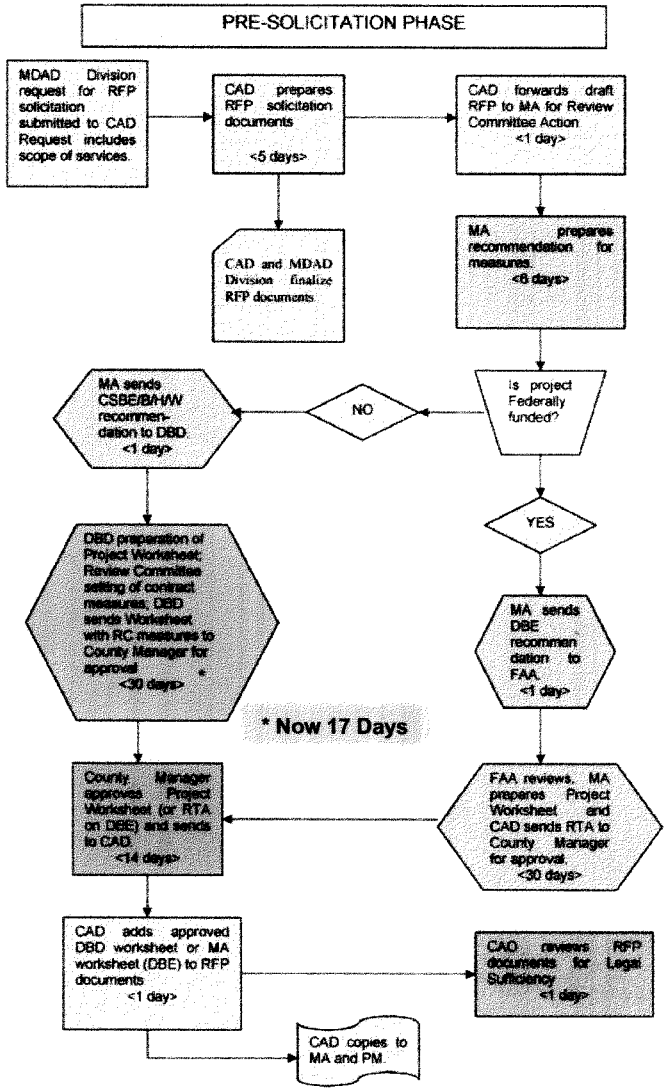
- Management Activities
- Minority Affairs Activities
- HNTB Activities
- Government Affairs and Contract Administration Activities

Legislative Changes

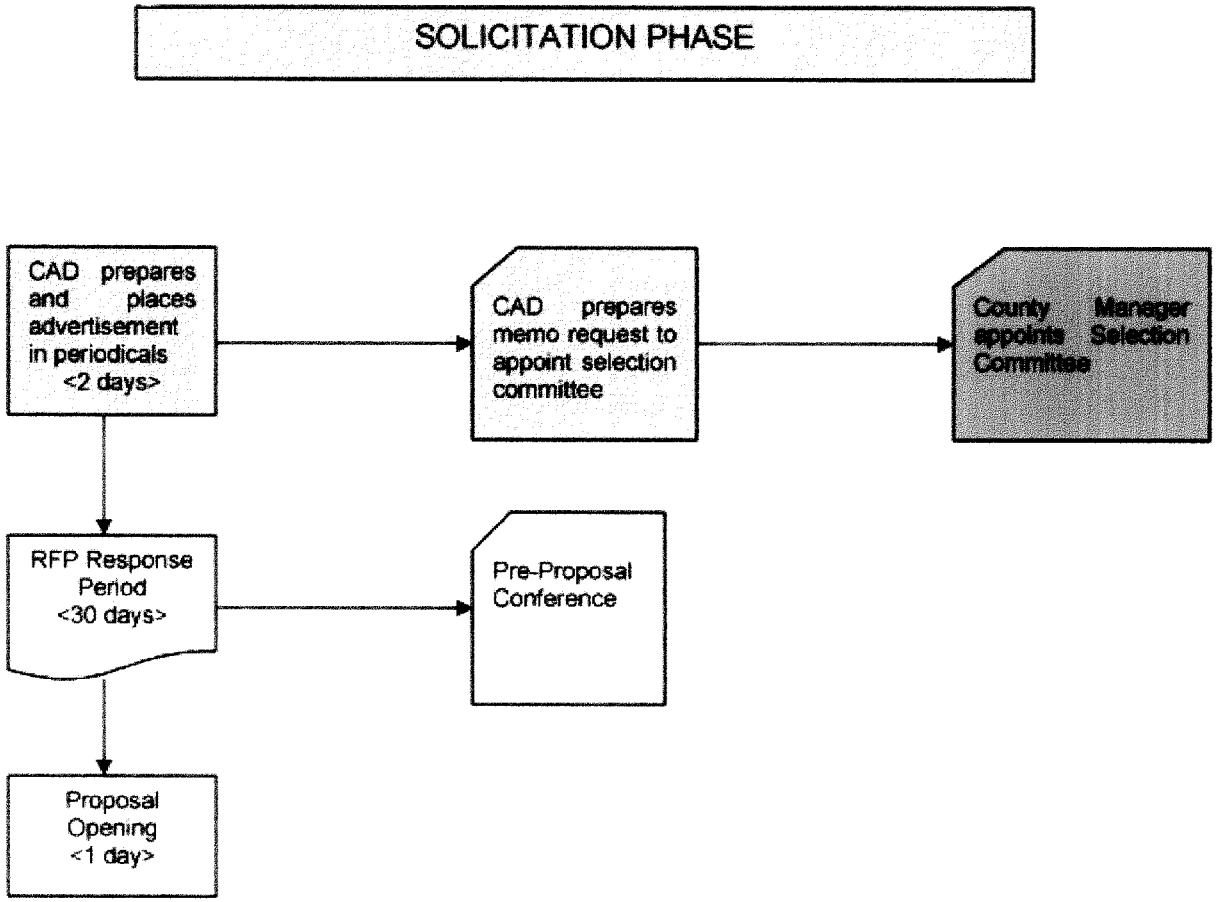
Time Reduction Based on:

- Eliminate Committee portion from BCC Approval Process (Reduction of 30 Days from the Current Process of 248 days)

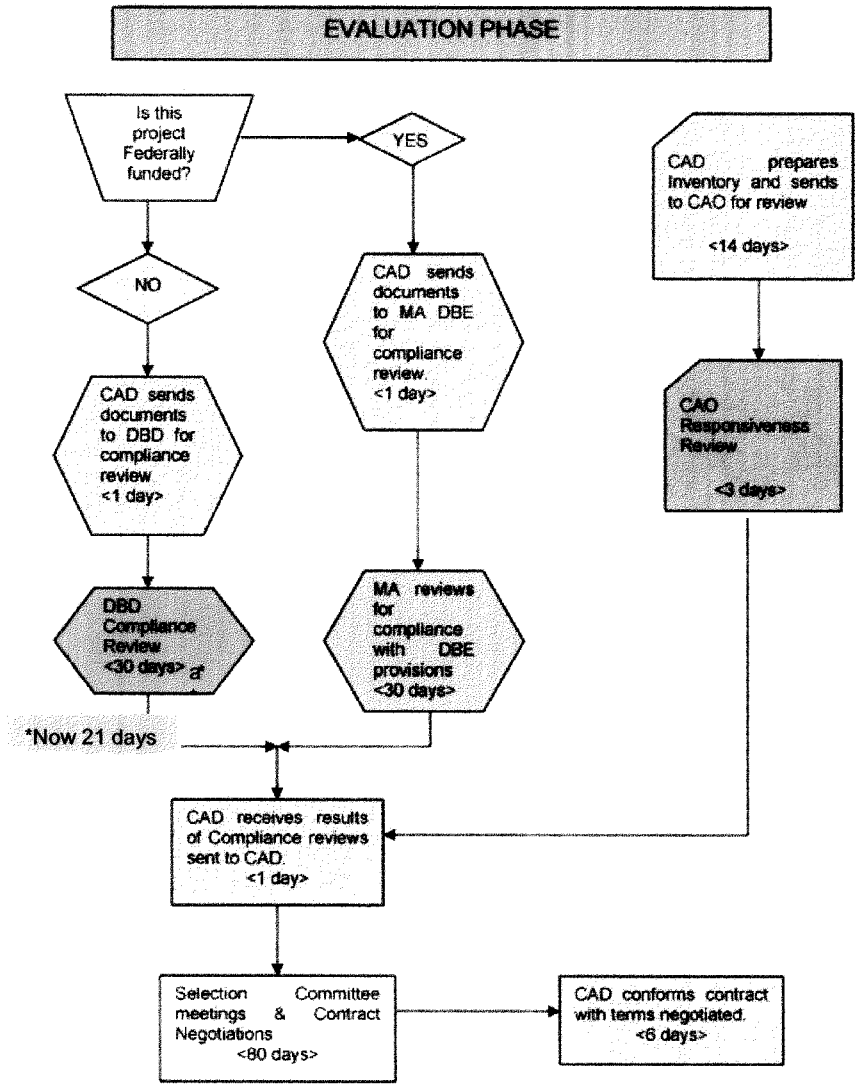
Aviation Current RFP Process



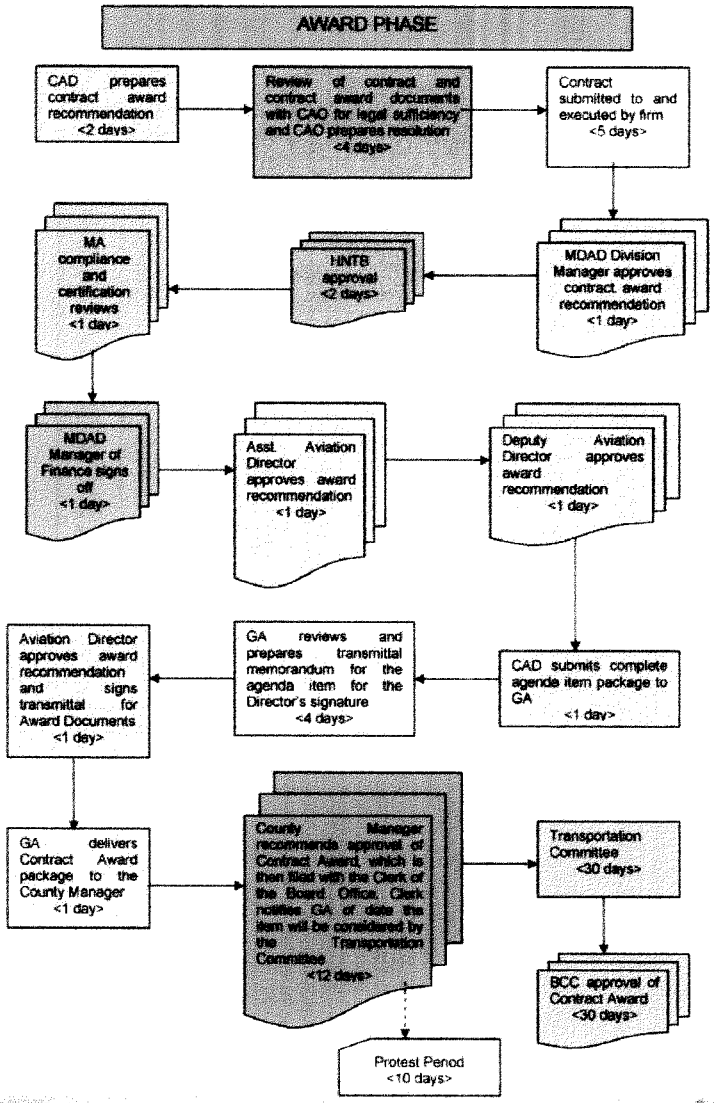
Aviation Current RFP Process



Aviation Current RFP Process



Aviation Current RFP Process



Aviation ITB Process

Acquisitions up to $1Million

[redacted]

92 days – Legislative Changes

Internal Process Changes

Time Reduction Based on Decrease in the Following Areas of Responsibility:

•Project Manager (PM) Activities	•Government Affairs and Contract Administration Activities
•A/E Activities (Combined with PM Activities)	•Bidders Activities
•Management Activities	•General Contractor Activities (Combined with Bidders Activities)
•Minority Affairs Activities	•County Activities
•HNTB Activities	

Legislative Changes

Time Reduction Based on:

•Revision of Administrative Order 3-38 to Provide that the Aviation Director be added as a designee. This will be a pilot program. (Total of 88 days from the Current Process of 180 days).

Aviation ITB Process

Board Items or Acquisitions Over $1Million

[redacted]

137 days – Legislative Changes

Internal Process Changes

Time Reduction Based on Decrease in the Following Areas of Responsibility:

•Project Manager (PM) Activities	•Government Affairs and Contract Administration Activities
•A/E Activities (Combined with PM Activities)	•Bidders Activities
•Management Activities	•General Contractor Activities (Combined with Bidders Activities)
•Minority Affairs Activities	•County Activities
•HNTB Activities	

Legislative Changes

Time Reduction Based on:

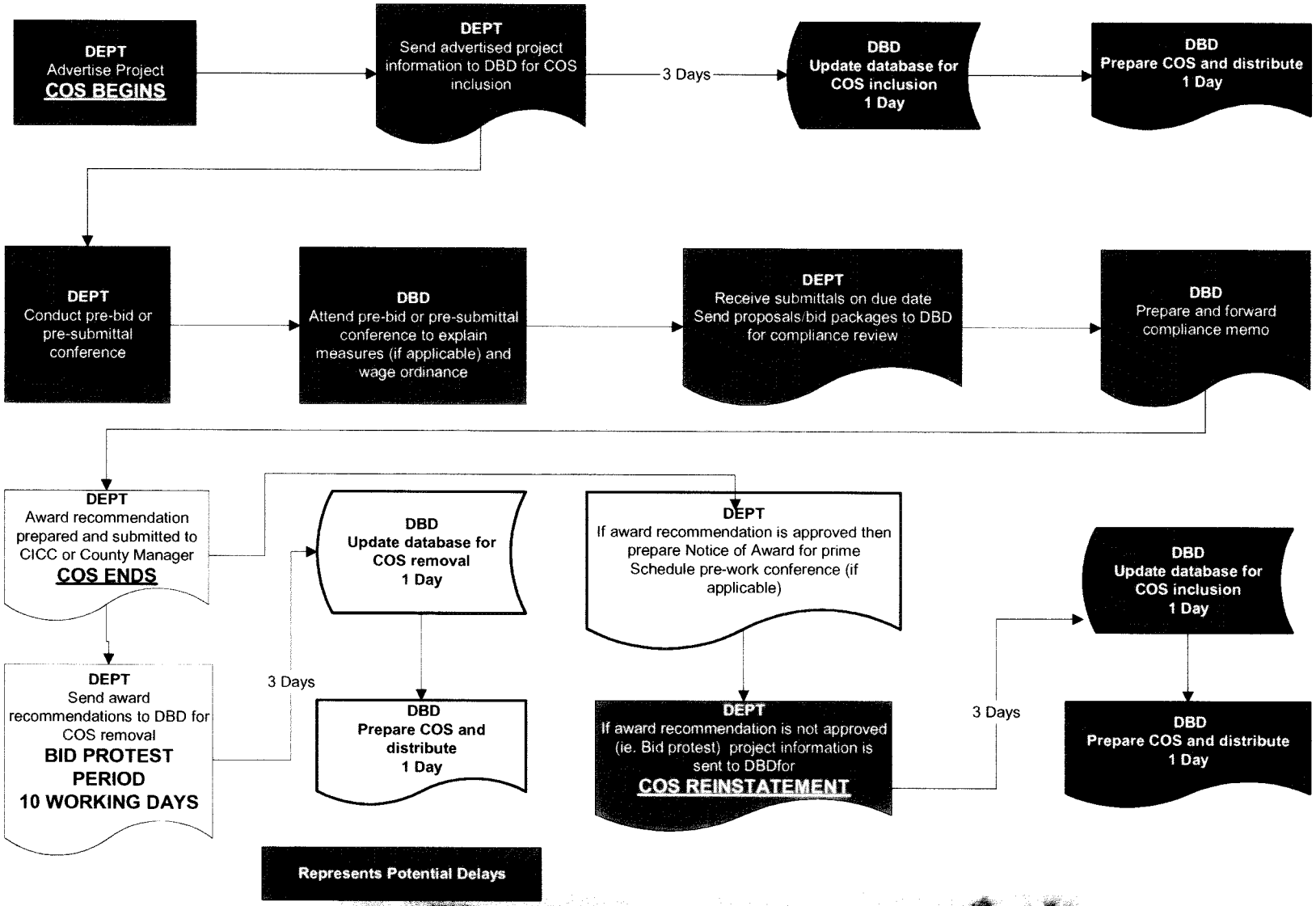
•Eliminate Committee portion from BCC Approval Process (Reduction of 30 Days from the Current Process of 180 days)

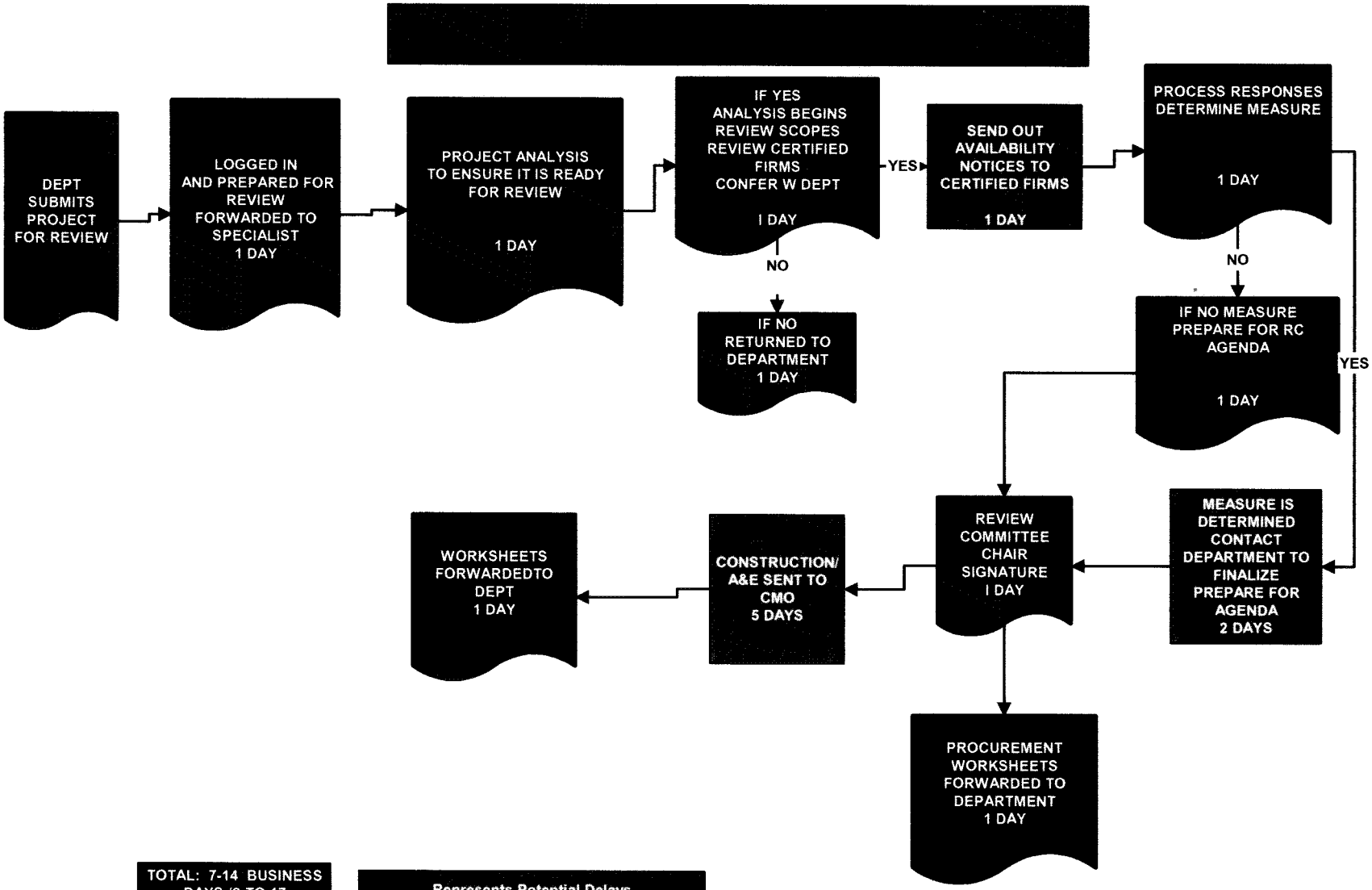
•Reduction of Bidder Activities (Reduction of 13 Days from the Current Process of 180 days)

DBD Workflows

- Cone of Silence Procedures
- Review Committee
  A&E, Procurement & Construction
- Compliance Review
  A&E, Procurement & Construction
- Selection Committee Process

CONE OF SILENCE PROCEDURES
FROM PROJECT INCEPTION THROUGH AWARD

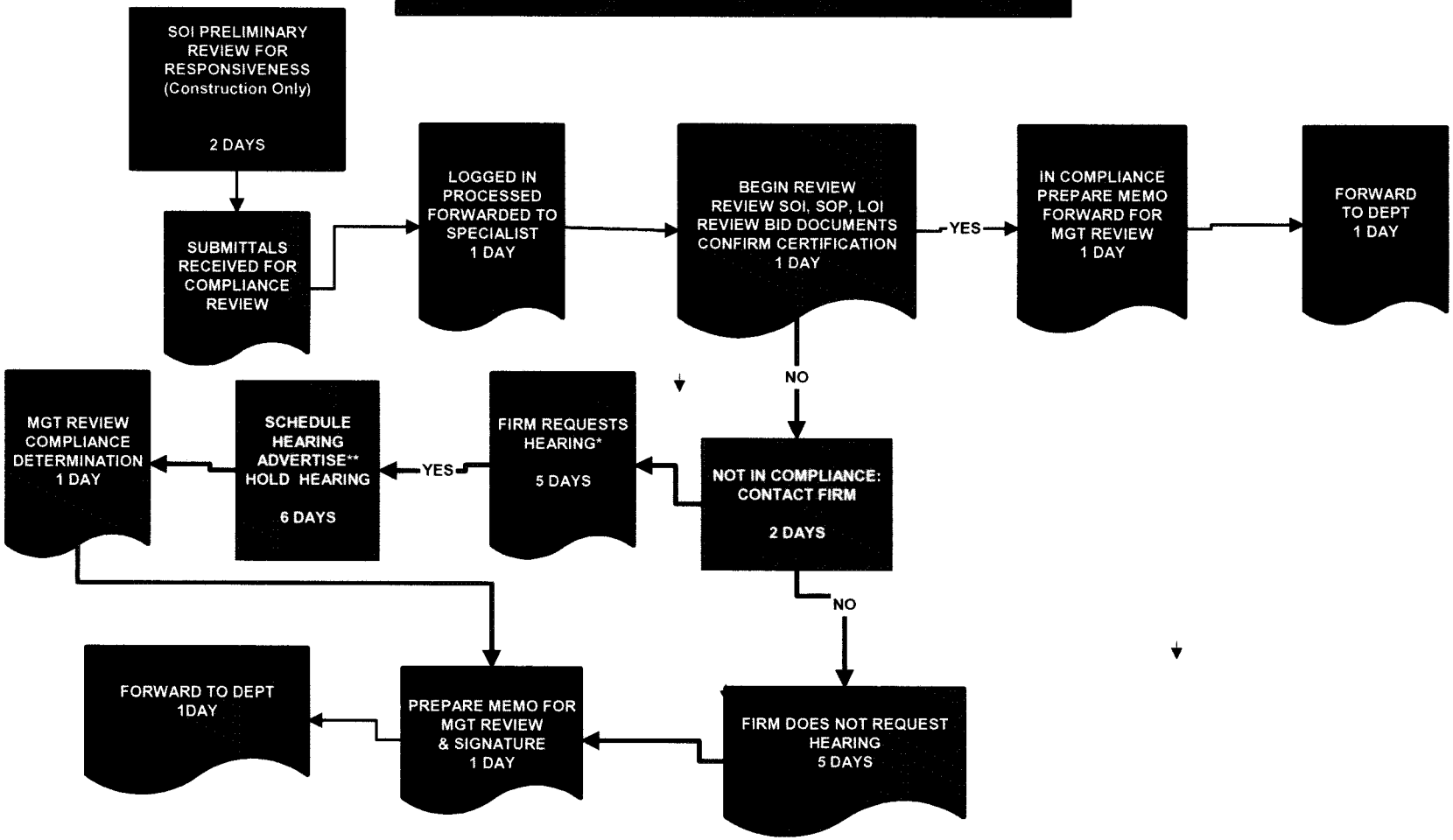




TOTAL: 7-14 BUSINESS DAYS (9 TO 17 CALENDAR DAYS)

Represents Potential Delays

[redacted]



REPRESENTS POTENTIAL DELAYS

Current: 5-20 Business Days
Proposed: 5-17 Busimess Days
7-21 Calendar Days

*ORDINANCE MANDATES A 5 DAY WAITING PERIOD
RECOMMEND A CHANGE TO 3 DAYS
** THREE DAY PERIOD REQUIRED FOR PUBLIC MEETINGS

SELECTION COMMITTEE PROCESS

DBD
1) Receive request to establish selection committee
2) Establish selection committee
3) Prepare documentation
4) Submit to Director's Office for approval
5) Submit to CM and respective ACM for approval
6) Enter information into Oracle database
7) Distribute approved selection commmittee to chairperson

CM
1) CM receives selection commmitee documenation from DBD for approval
2) CM forwards approved selection committee documenation back to DBD for distribution

7 Days

DBD
1) Receive request to establish selection committee
2) Establish selection committee
3) Prepare documentation

1 Day

DBD
4) Submit to Director's Office for approval
5) Submit to CM and respective ACM for approval
6) Enter information into Oracle database

1 Day

CM
1) CM receives selection committee documenation from DBD for approval
2) CM forwards approved documenation back to DBD

DBD
7) Distributes approved selection commmittee to chairperson

5 Days

Request for substitution and/or addition of members to original selection committee or other issues that may arise

Add 7 Days
(DBD-2, CM-5)

TOTAL: 7 Days

Represents Potential Delays