Internal Services Department – Procurement Management Services

2016 Free Vendor Workshops

111 N.W. 1st Street, Miami, Florida - Stephen P. Clark Center

18th Floor, Conference Room 18-3   10:00 a.m.—12:00 noon   Contact us to register **(305) 375-5773**

How to Prepare an Invitation to Bid (ITB)

2016 ITB Workshop Dates:

- February 9
- May 10
- August 9
- November 8

How to enroll and register as a vendor. What is the difference?

eProcurement: On-line services to access and download free solicitations

What does the County purchase?

What is a Bid announcement? Steps in the bidding process

Governing Legislation pertaining to procurement:
- Living Wage
- Cone of Silence
- Local and Vet Preference
- User Access Program (UAP)

How to are bids evaluated by the County?

What happens after a contract is awarded? Various types of award methods

Performance Bonds/Bid Bonds/Insurance Requirements

The four major sections of a bid and important bid requirements

What is the difference between a "responsive" and "responsible" bidder?

What are Open Pre-Qualification Pools (RTQ)?

How to Prepare a Request for Proposal (RFP)

2016 RFP Workshop Dates

- February 16
- May 17
- August 16
- November 15

How to enroll and register as a vendor. What is the difference?

eProcurement: On-line services to access and download free solicitations

What does the County purchase via a RFP or RFQ?

Governing Legislation pertaining to procurement:
- Living Wage
- Cone of Silence
- Local and Vet Preference
- User Access Program (UAP)

What are the six major sections of a proposal?

What happens after a RFP is awarded?

How to qualify as a "responsive" and "responsible" Proposer.

What are the steps in the proposal process from preparation to award? How are proposals evaluated by the County?

Other opportunities — Open Pre-Qualification Pools (RTQ)

How to Prepare an Architectural & Engineering (A & E) Proposal

2016 A&E Workshop Dates

- Feb. 23
- May 24
- Aug. 23
- Nov. 22

Process for obtaining Technical Certification and Prequalification

How to enroll and register as a vendor. What is the difference?

eProcurement: On-line services to access and download free solicitations

How does the Equitable Distribution Program (EDP) work?

How to properly respond to a Notice to Professional Consultant

Two–tier A&E solicitation and evaluation processes

Governing Legislation pertaining to procurement:
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- Cone of Silence