



# 2018 Free Vendor Workshops

111 N.W. 1st Street, Miami, Florida 33128 - Stephen P. Clark Center  
18th Floor, Conference Room 18-4 10:00 a.m.—12:00 noon Contact (305) 375-5773 to register

## How to Prepare an Invitation to Bid (ITB)

### 2018 ITB

#### Workshop Dates:

- February 2
- May 4
- August 3
- November 2

How to register as a County vendor.

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
- Local Preference
- Cone of Silence
- User Access Program (UAP)
- Veteran's Preference

How 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?

How to become certified as part of the County's Certification Programs.

## How to Prepare a Request For Proposals (RFP)

### 2018 RFP

#### Workshop Dates:

- February 9
- May 11
- August 10
- November 9

How to register as a County vendor.

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

What does the County purchase via an RFP?

Governing Legislation pertaining to procurement:

- Living Wage
- Local Preference
- Cone of Silence
- User Access Program (UAP)
- Veteran's Preference

What are the six major sections to an RFP?

What happens after an RFP is awarded?

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

How to become certified as part of the County's Certification Programs.

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

## How to Prepare Architectural & Engineering (A&E) and Design-Build (DB) Proposals

### 2018 A&E and DB

#### Workshop Dates:

- Feb. 15
- May 18
- Aug. 17
- Nov. 16

How to obtain Prequalification and Technical Certifications.

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

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

How to properly respond to A&E solicitations:

- Notice to Professional Consultants (NTPC) and
- Request for Design-Build Services (RDBS)

A&E solicitation and evaluation process overview

Governing Legislation:

- Florida Statute 287.055
- Miami-Dade County Code Section 2-10.4
- Administrative Order 3-39
- Cone of Silence
- Conflict of Interest/Preclusions
- Local Preference & Veteran's Preference
- Public Records Requests/Sunshine Law