

MCC CONTRACTOR ROTATION PLACEMENT PROCEDURE

For each RPQ that an MCC contractor is invited to bid on, the contractor is assigned a Rotation Factor derived from the following two equally weighted components: Components #1 and #2.

1. **Component #1 (50% of Rotation Factor)** – Based on the total number of firms invited to bid. Formula: Component #1 = $(1.0 \div \text{Number of firms invited to bid}) \div 2$ (weighted factor).
2. **Component #2 (50% of Rotation Factor)** – Based on the estimated value of the solicitation compared to the maximum base factor of 1.0 which is equivalent to the MCC maximum value specified in section 2-8.1(b) of the code of Miami-Dade County (currently \$5 Million). Formula: Component #2 = $(\text{\$Amount of Solicitation} \div \text{\$5 million MCC maximum}) \div 2$ (weighted factor).

The following example illustrates how a Rotation Factor is calculated, how the two components of this factor are weighted and when a firm is rotated to the bottom of the list.

Example:

- Number of firms invited to bid: 7
- Estimated Cost for Solicitation: \$1.25 million

Sample Calculation:

Component #1 (50% of Rotation Factor)

- 7 firms are invited to bid in the sample solicitation.
- Based on this, a factor of 0.143 is assigned to each firm (1 divided by 7 [the number of firms invited to bid]).
- The 50% weight factor is then applied to this figure which translates to a weighted factor for Component #1 of **0.072**. ($0.143 \div 2$)

Component #2 (50% of Rotation Factor)

- The sample solicitation is for \$1.25 million which equates to a base factor of 0.25 assigned to each firm (based on percentage of the 1.0 maximum base factor which is based on the \$5 million MCC maximum ceiling).
- The 50% weight factor is then applied to this 0.25 figure which translates to a weighted factor of **0.13**. ($0.25 \div 2$)

Overall Rotation Factor

- The weighted factors for Component #1 (0.072) and Component #2 (0.13) are added.
- In this example, this sums to a Rotation Factor of **0.202**. ($0.072 + 0.13$).
- This Rotation Factor of 0.202 is then added to the contractor's current Overall Rotation Factor.

When the contractor's Overall Rotation Factor is greater than or equal to 1.0 then the contractor is rotated to the end of the rotation list and the contractor's Overall Rotation Factor is reset to 0.0.

Additionally, when the contractor is awarded a contract, then the contractor is rotated to the end of the rotation list and the contractor's Overall Rotation Factor is also reset to 0.0.

Current factors for each vendor are available in CIIS.