

MICRO ENTERPRISE (ME) USAGE REPORT PROCEDURES

- I. Access the certification list at DBD's website www.miamidade.gov/dbd/library/certify_Micro_by_nigp_code.pdf. Click on the search icon to enter the applicable commodity code.
- II. Select at least 2 micro enterprises (ME) in the applicable commodity code if available.
- III. If firms are available solicit quotes.
- IV. If there are no available firms note in ADPICS notepad 9100 screen and records.
- V. If a ME is not the awardee, indicate justification using the following legend and note in ADPICS notepad/records:
 1. **No Response from ME for that commodity code(s)**
 2. **ME is 10% greater than a Non-ME**
 3. **Sole Source**
 4. **Bid Waiver**
 5. **Other**
- VI. If a ME is the awardee, no action required.
- VII. Department accesses its ME Usage Report for review at the end of each month.
- VIII. Review the summary of usage indicated at the end of the ME Usage Report.
- IX. If at least five percent is indicated further action is not required by your department. Keep in mind, even if your department previously met the required minimum 5% this may have changed during the fiscal year due to continued expenditures.
- X. A less than five percent usage requires further action from your department. Please select a reason from the "Justification Legend" and enter in the column titled "Justification" where there is a "Y" indicated in the column titled "Micro E".
- XI. Update ME Usage report with justification by the 10th of the following month.

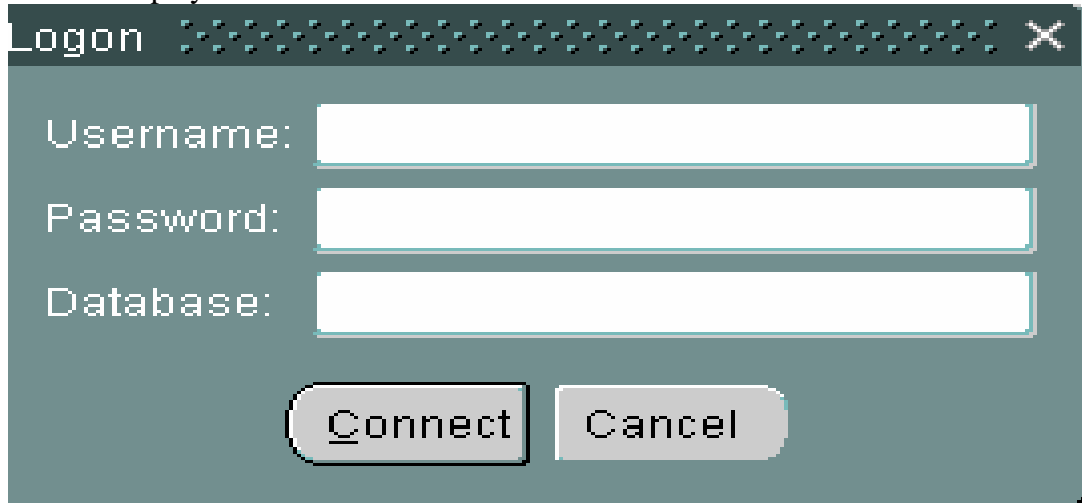
MICRO ENTERPRISE (ME) USAGE REPORT PROCEDURES

To log on to the Micro Enterprise Usage application:

Open the Internet Explorer and enter the web address below (for convenience you may create a shortcut on your desktop)

<http://ias9prod1.metro-dade.com:7778/forms90/f90servlet?config=Pmeu>

The Logon screen will display:



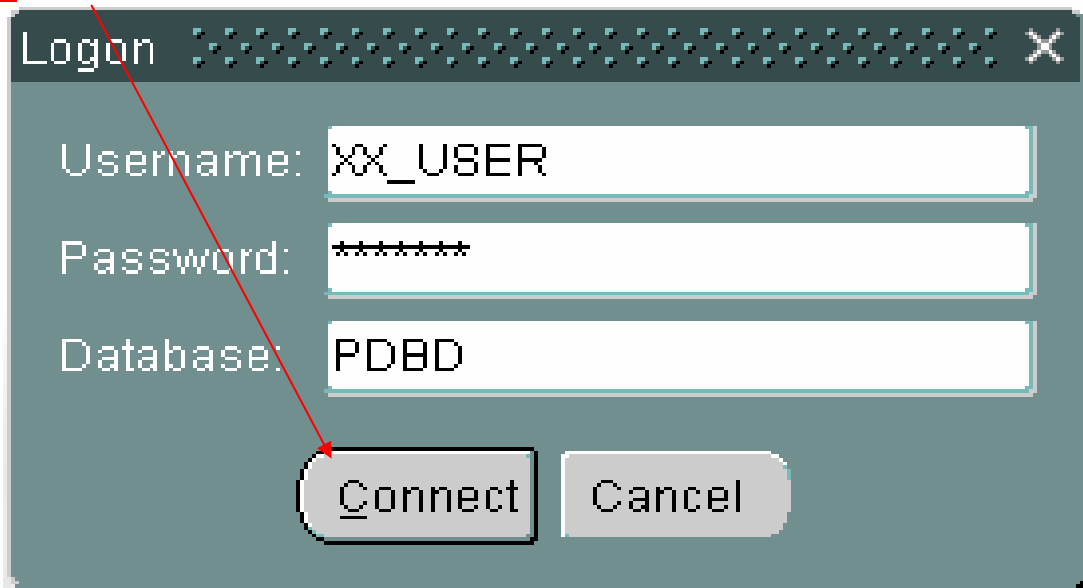
A screenshot of a web browser window titled "Logon". The window has a dark header bar with a close button (X) on the right. Below the header, there are three input fields: "Username:", "Password:", and "Database:". Each field is currently empty. At the bottom of the window, there are two buttons: "Connect" and "Cancel".

Enter **Username**: (see email for your department's username and password)

Enter **Password**:

Enter **Database**: PDBD

Click "**Connect**" button



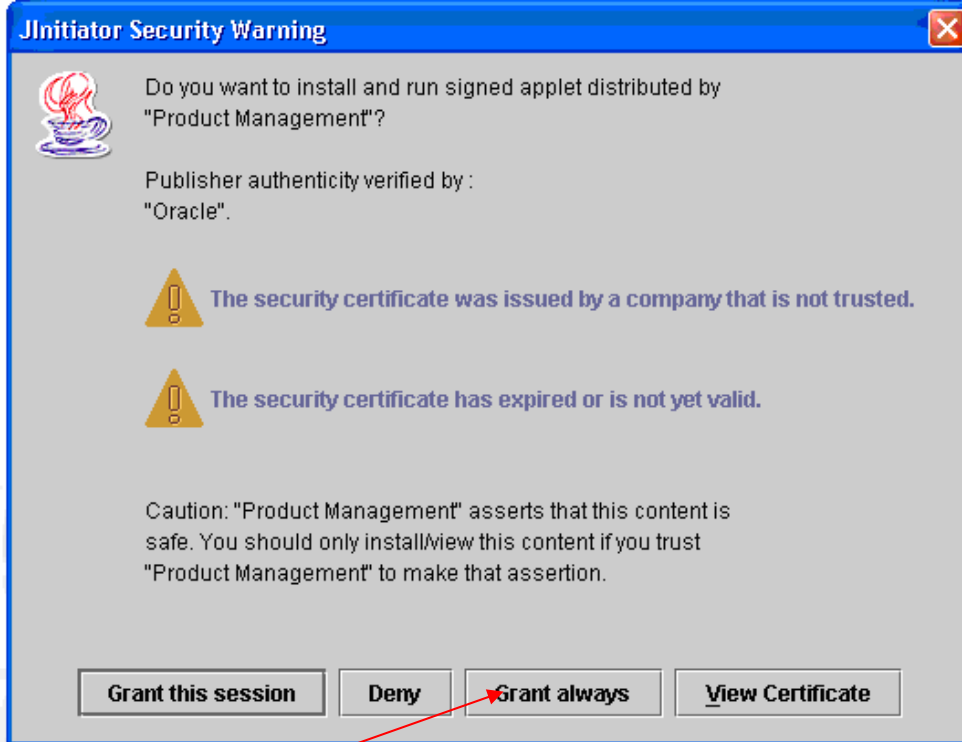
A screenshot of the same "Logon" window. The "Username:" field now contains the text "XX_USER". The "Password:" field contains seven asterisks "*****". The "Database:" field contains the text "PDBD". The "Connect" and "Cancel" buttons are still present. A red arrow originates from the "Connect" button and points to the "Connect" text in the instructions above.

Please note: After 3 failed attempts to enter Username/Password the program will be closed.

Contact DBDmicroE@MIAMIDADE.GOV to reset password.

MICRO ENTERPRISE (ME) USAGE REPORT PROCEDURES

The first time you log on to the Micro Usage application the Security screen will display.



Click "Grant always"

The Main screen will display.



USER MUST CHANGE PASSWORD TO CREATE A UNIQUE PASSWORD FOR THAT DEPARTMENT
NOT CREATING A UNIQUE PASSWORD FOR YOUR DEPARTMENT WILL RISK A SECURITY BREACH

Click "Change Password" on Menu bar

MICRO ENTERPRISE (ME) USAGE REPORT PROCEDURES

The Change Password screen will display.

1. Minimum password length is 4.
2. Maximum password length is 12.
3. First character must be alpha.
4. Passwords cannot have same character three in a row.
5. The only special characters allowed are _, \$, and #
6. Password must differ from username by at least 3
7. Password must differ from old password by at least 3.
8. Password must differ from all other usernames by at least 2.
9. Password must differ from list of simple words by at least 2.

Type Old Password in “Old Password” field
Tab to “New Password” field and type New Password
Tab to “Verify Password” field and type New Password again
Click “OK” button

The message below will display (You must use the new password the next time you sign on to database).

Forms

Password has been modified

OK

To return to Main Screen: Click the “Exit” icon on the menu bar (3rd icon from the left)

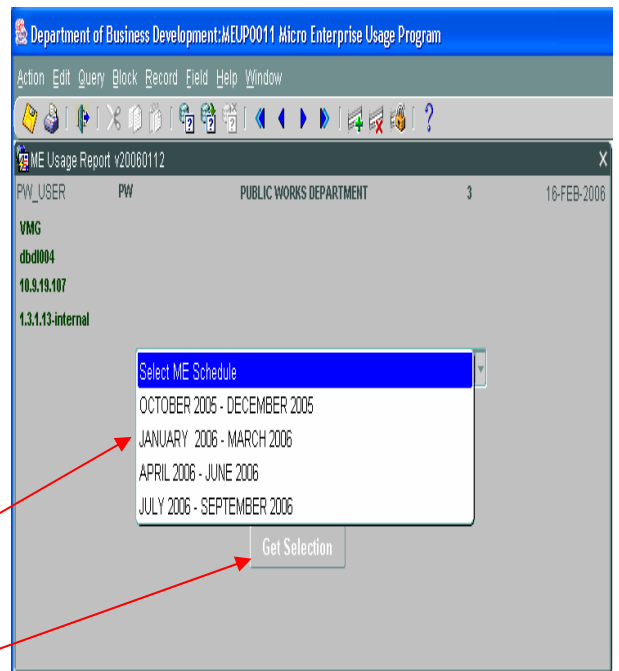
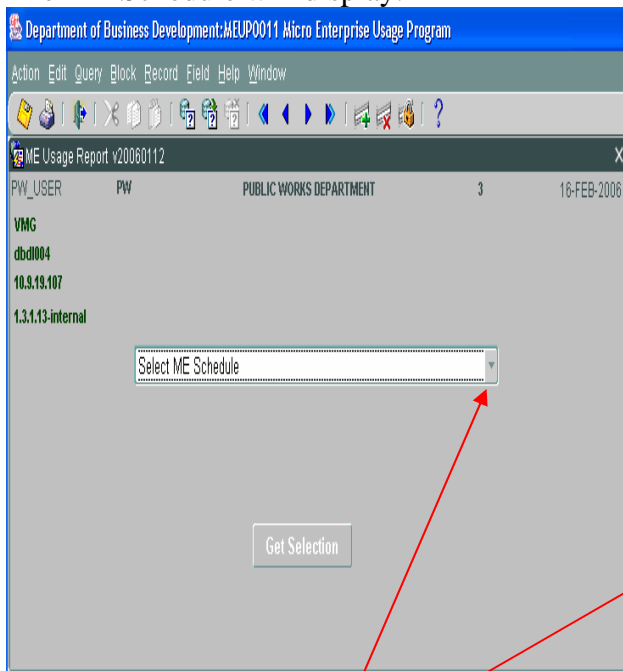
MICRO ENTERPRISE (ME) USAGE REPORT PROCEDURES

TO VIEW/PRINT MICRO USAGE REPORT

Click [Micro Enterprise](#) on Menu Bar, then click [ME Usage Report](#)



The ME Schedule will display.



Click [ME Schedule Menu](#) box for available reporting periods.
Click on reporting period desired
Click ["Get Selection"](#) box

MICRO ENTERPRISE (ME) USAGE REPORT PROCEDURES

The Micro Enterprise (ME) Usage Report will display.

If the Micro Enterprise (ME) Usage Report is blank this indicates no one-time direct purchase order activities reported for your department.

Department of Business Development
Micro Enterprise (ME) Usage Report
Post Date Between October 1, 2005 and December 31, 2005

Div.	Purchase Order Id	Title	Type	Contract Id	Post Date	PO Amount	Vendor Name	Commodity Code	Busn Entrs	% of Total	Micro E	Justification
08	APPW0500006	DEBRIS REMOVAL - KATRINA EMERGENCY	PO	BK2410-PR	12/15/05	14,388.83	SUPERIOR LANDSCAPING & LAWN SERVICE INC	98836	DBE/MICRO/SBE	3.79%	N/A	
08	APPW0500007	DEBRIS REMOVAL - KATRINA EMERGENCY	PO	BK2411-PW	12/15/05	12,630.00	A NATIVE TREE SERVICE INC	98836		3.32%	Y	
08	APPW0500008	DEBRIS REMOVAL - KATRINA EMERGENCY	PO	BK2413-PW	12/15/05	35,630.00	A NATIVE TREE SERVICE INC	98836		9.64%	Y	
08	APPW0500009	DEBRIS REMOVAL - KATRINA EMERGENCY	PO	BK2415-PW	12/15/05	35,350.00	EL TRAFIC-MOWING SERVICES INC	98836		9.31%	Y	
08	APPW0500010	DEBRIS REMOVAL - KATRINA EMERGENCY	PO	BK2409-PW	12/15/05	16,210.00	SANCHEZ ARANGO CONSTRUCTION COMPANY	98836	SBE	4.27%	Y	
08	APPW0500011	ROADWAY CLEARING - KATRINA EMERGENCY	PO	BK2408-PW	12/15/05	25,830.00	WEED A WAY INC	98836	MICRO/SBE	6.80%	N/A	
08	APPW0500014	DEBRIS REMOVAL - KATRINA EMERGENCY	PO	BK2414-PW	12/15/05	41,115.00	RUFINO ALVAREZ	98836		10.82%	Y	
1601	APPW0500002	TRAFFIC CONTROL SIGNAL HEADS	PO	BK2227-PW	11/02/05	34,000.00	CONTROL TECHNOLOGIES OF CENTRAL FLA INC	55088		8.95%	N	
1601	APPW0500015	TRAFFIC SIGN INSTALLATION	PO	BW2461-PW	12/20/05	40,463.00	BERLO INDUSTRY INC	96880	CSBE/DBE/MICRO/SBE	10.65%	N/A	
1601	APPW0500016	SIGN INSTALLATION - HURRICANE WILMA - T5717605	PO	BW2457-PW	12/20/05	23,055.00	BERLO INDUSTRY INC	96880	CSBE/DBE/MICRO/SBE	6.07%	N/A	
1601	APPW0500017	SIGN INSTALLATION - HURRICANE	PO	BW2456-PW	12/20/05	38,466.00	ABBA SIGNS INC	96880		10.13%	Y	

(This report is for viewing and printing; see page 7 for data entry)

To Print: Click "Print" icon on Menu bar

To Close: Click "File" on the Menu bar, then "Close"

To return to Main Screen: Click the "Exit" icon on the menu bar (3rd icon from the left)

Department of Business Development:MEUP0011 Micro Enterprise Usage Program

ME Usage Report v20060112

PW_USER PW PUBLIC WORKS DEPARTMENT 3 16-FEB-2006

VMG
dbdl004
10.9.19.107
1.3.1.13-internal

OCTOBER 2005 - DECEMBER 2005

Get Selection

MICRO ENTERPRISE (ME) USAGE REPORT PROCEDURES

Reviewing the Micro Enterprise (ME) Usage Report only

This report lists purchases \$50,000 and under based on the purchase types indicated at the end of this report as entered to the ADPICS database.

**Department of Business Development
Micro Enterprise (ME) Usage Report
Post Date Between October 1, 2005 and December 31, 2005**



PUBLIC WORKS DEPARTMENT											
Purchase Order Id	Title	Type Ind *	Contract Id	Post Date	PO Amount	Vendor Name	Commodity Code	Busn Entrs	% of Total:	Micro E.**	Justification ***
APPW0600006	DEBRIS REMOVAL - KATRINA EMERGENCY	PO	BE2410-PR	12/19/05	14,388.83	SUPERIOR LANDSCAPING & LAWN SERVICE INC	98836	DBE,MICRO/SBE	3.79%	N/A	_____
APPW0600007	DEBRIS REMOVAL - KATRINA EMERGENCY	PO	BE2411-PW	12/19/05	12,830.00	A NATIVE TREE SERVICE INC	98836		3.32%	Y	5
APPW0600008	DEBRIS REMOVAL - KATRINA EMERGENCY	PO	BE2413-PW	12/19/05	36,830.00	A NATIVE TREE SERVICE INC	98836		9.64%	Y	_____
APPW0600009	DEBRIS REMOVAL - KATRINA EMERGENCY	PO	BE2415-PW	12/19/05	35,350.00	EL TRAFICHE MOWING SERVICES INC	98836		9.31%	Y	_____
APPW0600010	DEBRIS REMOVAL - KATRINA EMERGENCY	PO	BE2409-PW	12/19/05	16,210.00	SANCHEZ ARANGO CONSTRUCTION COMPANY	98836	SBE	4.27%	Y	_____
APPW0600011	ROADWAY CLEARING - KATRINA EMERGENCY	PO	BE2408-PW	12/19/05	25,830.00	WEED A WAY INC	98836	MICRO/SBE	6.80%	N/A	_____
APPW0600014	DEBRIS REMOVAL - KATRINA EMERGENCY	PO	BE2414-PW	12/19/05	41,115.00	RUFINO ALVAREZ	98836		10.82%	Y	_____
APPW0600002	TRAFFIC CONTROL SIGNAL HEADS	PO	BE2227-PW	11/02/05	34,000.00	CONTROL TECHNOLOGIES OF CENTRAL FLA INC	55088		8.95%	N	_____
APPW0600015	TRAFFIC SIGN INSTALLATION	PO	BE2461-PW	12/20/05	40,463.00	BERLO INDUSTRY INC	96880	CSBE,DBE, MICRO/SBE	10.65%	N/A	_____
APPW0600016	SIGN INSTALLATION - HURRICANE	PO	BE2457-PW	12/20/05	23,055.00	BERLO INDUSTRY INC	96880	CSBE,DBE,	6.07%	N/A	_____

The percentage of ME usage for the reporting period chosen

08	APPW0600007	DEBRIS REMOVAL - KATRINA EMERGENCY	PO	BE2411-PW	12/19/05	12,830.00	A NATIVE TREE SERVICE INC	98836		3.32%	Y	_____
08	APPW0600008	DEBRIS REMOVAL - KATRINA EMERGENCY	PO	BE2413-PW	12/19/05	36,830.00	A NATIVE TREE SERVICE INC	98836		9.64%	Y	_____
08	APPW0600009	DEBRIS REMOVAL - KATRINA EMERGENCY	PO	BE2415-PW	12/19/05	35,350.00	EL TRAFICHE MOWING SERVICES INC	98836		9.31%	Y	_____
08	APPW0600010	DEBRIS REMOVAL - KATRINA EMERGENCY	PO	BE2409-PW	12/19/05	16,210.00	SANCHEZ ARANGO CONSTRUCTION COMPANY	98836	SBE	4.27%	Y	_____
08	APPW0600011	ROADWAY CLEARING - KATRINA EMERGENCY	PO	BE2408-PW	12/19/05	25,830.00	WEED A WAY INC	98836	MICRO/SBE	6.80%	N/A	_____
08	APPW0600014	DEBRIS REMOVAL - KATRINA EMERGENCY	PO	BE2414-PW	12/19/05	41,115.00	RUFINO ALVAREZ	98836		10.82%	Y	_____
1601	APPW0600002	TRAFFIC CONTROL SIGNAL HEADS	PO	BE2227-PW	11/02/05	34,000.00	CONTROL TECHNOLOGIES OF CENTRAL FLA INC	55088		8.95%	N	_____
1601	APPW0600015	TRAFFIC SIGN INSTALLATION	PO	BE2461-PW	12/20/05	40,463.00	BERLO INDUSTRY INC	96880	CSBE,DBE, MICRO/SBE	10.65%	N/A	_____
1601	APPW0600016	SIGN INSTALLATION - HURRICANE WILMA - T9717605	PO	BE2457-PW	12/20/05	23,055.00	BERLO INDUSTRY INC	96880	CSBE,DBE, MICRO/SBE	6.07%	N/A	_____
1601	APPW0600017	SIGN INSTALLATION - HURRICANE WILMA - T9717607	PO	BE2456-PW	12/20/05	38,466.00	ABBA SIGNS INC	96880		10.13%	Y	_____
1601	APPW0600018	TRAFFIC SIGN INSTALLATIONS	PO	BE2466-PW	12/21/05	31,300.00	MIAM STRIPING & SIGNS INC	96880	CSBE,DBE, DB	8.24%	Y	_____
1601	APPW0600019	TRAFFIC SIGN INSTALLATION	PO	BE2470-PW	12/21/05	28,436.00	MIAM STRIPING & SIGNS INC	96880	CSBE,DBE, DB	7.45%	Y	_____
1801	POPW0501064	DIV. BPO - SHARPENING SERVICES	BR	BE7336-3/08-1	12/12/05	2,000.00	SMITH HAMILTON SHOP INC	545		0.53%	Y	_____
Total PO#:						376,873.83			Total % of Dept. PO#:	100.00%		
									Micro Enterprise % of Dept. PO#:	27.31%		

- Usage of 5% or more requires no action by department.
- Less than 5% usage requires the department to complete the "Justification" field.

MICRO ENTERPRISE (ME) USAGE REPORT PROCEDURES

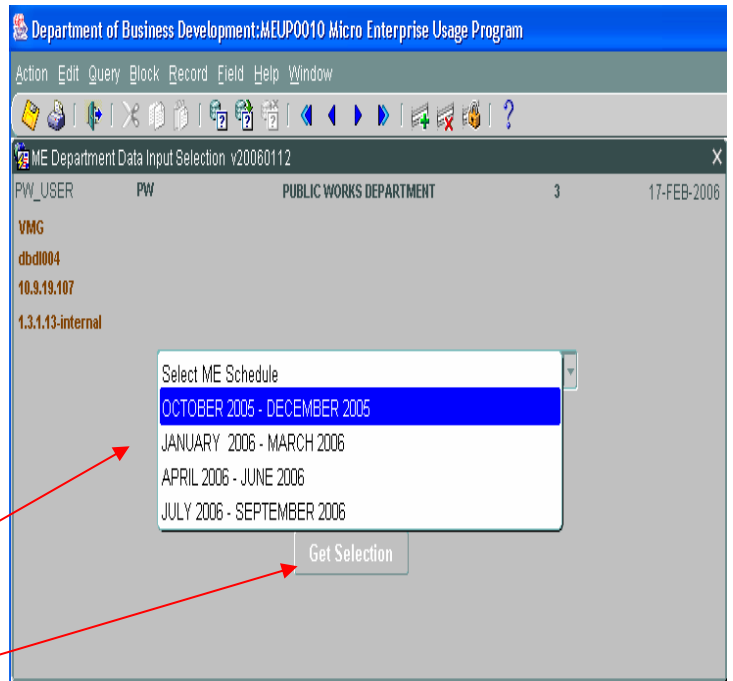
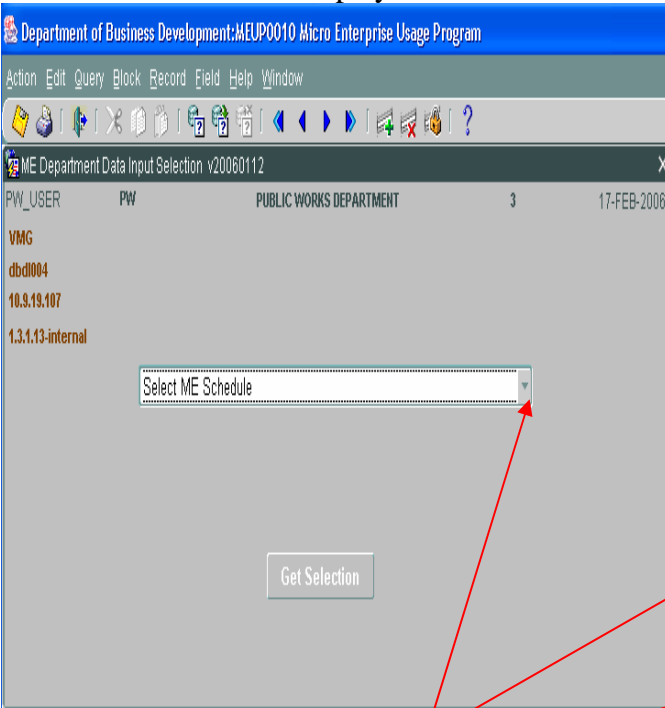
To enter justifications on ME Usage Report:

ME Data Input

Click Micro Enterprise on Menu Bar, then click ME Data Input



The ME Schedule will display.



Click ME Schedule Menu box for available reporting periods.

Click on reporting period desired

Click "Get Selection" box

MICRO ENTERPRISE (ME) USAGE REPORT PROCEDURES

The ME Data Input will display.

Purchase orders with a “Y” in the column titled **“Micro E”** must have a reason for not using a certified Micro E from the **“Justification Legend”**.

- Enter the justification number for not selecting a Micro E on the **“Justification Legend”** box based on the **“Justification Legend”**.
- When using Justification #5 (Other), it is required to enter a detailed reason on the **“Justification For Other”** field (2000 characters available for entry)
- When completed, save entries by clicking the **“Save”** icon on the menu bar (1st icon). A message confirming the save will display at the bottom of the screen.

Department of Business Development:MEUP0020 Micro Enterprise Usage Program

Menu Action Edit Query Block Record Field Window Help

ME Department Data Input v20060112

Purchase Order ID	Micro E**	Justification Legend***	Justification For Other	Division	Dept	Title	Type
APPW0600006	N/A			09	PW	DEBRIS REMOVAL - KATRINA EMERGENCY	PO
APPW0600007	Y	5	EMERGENCY PURCHASES	09	PW	DEBRIS REMOVAL - KATRINA EMERGENCY	PO
APPW0600008	Y			09	PW	DEBRIS REMOVAL - KATRINA EMERGENCY	PO
APPW0600009	Y			09	PW	DEBRIS REMOVAL - KATRINA EMERGENCY	PO
APPW0600010	Y			09	PW	DEBRIS REMOVAL - KATRINA EMERGENCY	PO
APPW0600011	N/A			09	PW	ROADWAY CLEARING - KATRINA EMERGENCY	PO
APPW0600014	Y			09	PW	DEBRIS REMOVAL - KATRINA EMERGENCY	PO
APPW0600002	N			1501	PW	TRAFFIC CONTROL SIGNAL HEADS	PO
APPW0600015	N/A			1501	PW	TRAFFIC SIGN INSTALLATION	PO
APPW0600016	N/A			1501	PW	SIGN INSTALLATION - HURRICANE WILMA - T9717606	PO
APPW0600017	Y			1501	PW	SIGN INSTALLATION - HURRICANE WILMA - T9717607	PO
APPW0600018	Y			1501	PW	TRAFFIC SIGN INSTALLATIONS	PO
APPW0600019	Y			1501	PW	TRAFFIC SIGN INSTALLATION	PO
POPW0501064	Y			1601	PW	DIV. BPO - SHARPENING SERVICES	BR
PCPW05000016	Y			CC	PW	PJ:20030007:W02 PTP SIDEWALK IMP	BR

Purchasing Type Indicator*
BW - Bid Waiver

Micro E.**
Y - Based on the commodity, there is a Certified Micro Business, but was not the awardee.
N - Based on the commodity, there is not a Certified Micro Business.
N/A - A Certified Micro Business was the awardee.

Justification Legend***
1. No Response from ME for that commodity code (s)
2. ME is 10% greater than a Non-ME
3. Sole Source
4. Bid Waiver
5. Other

FRM-40400: Transaction complete: 1 records applied and saved.

Click Scroll Bar arrow to view all POs

Click Scroll Bar arrow to see additional P.O. info.

Message displayed after saving data

MICRO ENTERPRISE (ME) USAGE REPORT PROCEDURES

To return to Main Screen: Click the “Exit” icon on the menu bar (3rd icon from the left)

Purchase Order ID	Micro E.**	Justification Legend***	Justification For Other	Division	Dept	Title	Type
APPW0600006	N/A			09	PW	DEBRIS REMOVAL - KATRINA EMERGENCY	PO
APPW0600007	Y	5	EMERGENCY PURCHASES	09	PW	DEBRIS REMOVAL - KATRINA EMERGENCY	PO
APPW0600008	Y			09	PW	DEBRIS REMOVAL - KATRINA EMERGENCY	PO
APPW0600009	Y			09	PW	DEBRIS REMOVAL - KATRINA EMERGENCY	PO
APPW0600010	Y			09	PW	DEBRIS REMOVAL - KATRINA EMERGENCY	PO
APPW0600011	N/A			09	PW	ROADWAY CLEARING - KATRINA EMERGENCY	PO
APPW0600014	Y			09	PW	DEBRIS REMOVAL - KATRINA EMERGENCY	PO
APPW0600002	N			1501	PW	TRAFFIC CONTROL SIGNAL HEADS	PO
APPW0600015	N/A			1501	PW	TRAFFIC SIGN INSTALLATION	PO
APPW0600016	N/A			1501	PW	SIGN INSTALLATION - HURRICANE WILMA - T971 7606	PO
APPW0600017	Y			1501	PW	SIGN INSTALLATION - HURRICANE WILMA - T971 7607	PO
APPW0600018	Y			1501	PW	TRAFFIC SIGN INSTALLATIONS	PO
APPW0600019	Y			1501	PW	TRAFFIC SIGN INSTALLATION	PO
POPW0501064	Y			1601	PW	DIV. BPO - SHARPENING SERVICES	BR
PCPW05000016	Y			CC	PW	PJ:20030007 WO2 PTP SIDEWALK IMP	BR

Purchasing Type Indicator*
 BW - Bid Waiver
 CR - Capital Release
 DP - Direct Purchase Order
 ER - Emergency
 PD - Purchase Order
 RP - Reference Purchase Order
 SS - Sole Source

Micro E.**
 Y - Based on the commodity, there is a Certified Micro Business, but was not the awardee.
 N - Based on the commodity, there is not a Certified Micro Business.
 N/A - A Certified Micro Business was the awardee.

Justification Legend***
 1. No Response from ME for that commodity code (s)
 2. ME is 10% greater than a Non-ME
 3. Sole Source
 4. Bid Waiver
 5 Other

The ME Schedule screen will display.

ME Department Data Input Selection v20060112

PW_USER PW PUBLIC WORKS DEPARTMENT 3 21-FEB-2006

VMG
 dbd004
 10.9.19.107
 1.3.1.13-internal

OCTOBER 2005 - DECEMBER 2005

Get Selection



Click the “Exit” icon on the menu bar (3rd icon from the left); then Click “Exit” box