

Memorandum



Date: December 23, 2025

Agenda Item No. 2(B)(10)
October 20, 2026

To: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

From: Daniella Levine Cava *Daniella Levine Cava*
Mayor

Subject: Status Report Regarding the Miami-Dade County Procurement Academy – Directive No. 250335

This report is being presented to the Board of County Commissioners (Board) in response to Resolution No. R-251-25 which supported my establishment of the Miami-Dade County Procurement Academy (Procurement Academy) to offer trainings and resources to all procurement professionals countywide. The resolution requires the County Mayor or County Mayor's designee to provide a written status report to the Board, which shall include a recommendation as to the frequency of required refresher courses for those employees identified by the County Mayor or County Mayor's designee, within 180 days of the effective date of the resolution. Further, it requires the County Mayor or County Mayor's designee to prepare a status report within 365 days of the effective date of the resolution and every year thereafter, and place such reports on a full Board agenda without committee review pursuant to Rule 5.06(j) of the Board's Rules of Procedure.

Executive Summary

This is the first status report as required by R-251-25, which supported and established as Board policy the Procurement Academy, which I originally launched in March 2023. The Procurement Academy provides procurement training, offered both in-person and online, on applicable Federal, State, and County procurement laws to procurement professionals countywide. Since inception, the Procurement Academy has conducted almost 300 trainings with over 14,000 participants. The Miami-Dade County – Certificate in Public Procurement (MDC-CPP) program was initiated in April 2025, and 139 participants so far have completed the program and attained their certification. For Fiscal Year 2025-26, SPD plans to offer the MDC-CPP program monthly, in addition to over 120 training and refresher courses.

Report

In March 2023, under my direction, the Strategic Procurement Department (SPD) launched the Procurement Academy to provide procurement professionals with the knowledge and skills necessary to implement comprehensive procurement practices, ensure ethical behaviors and responsible stewardship of County resources, enhance compliance, strengthen relationships with stakeholders, and improve procurement outcomes. Since its inception, the Procurement Academy has conducted 287 trainings (encompassing about 14,291 participants), covering a wide range of core procurement topics and soft skills.

The Procurement Academy also emphasizes the importance of best practices and promoting the exchange of procurement practices from state, national, and international procurement professionals and organizations. Through the Procurement Academy, several jurisdictions including, but not limited to, the U.S. Department of Justice; U.S. Bureau of Labor Statistics; Harvard Kennedy School of Business; National Association of State Procurement Officials; City of Long Beach, California; City of Phoenix, Arizona; City of Fort Worth, Texas; State of Maryland; State of New Hampshire; Government of Manitoba, Canada; State of Paraíba, Brazil; Government of Chile; and Government of Lithuania, were invited to conduct trainings. In June 2024, SPD was recognized by the National Association of Counties (NACo) with an Achievement Award for training, developing, and empowering procurement professionals through its Procurement Academy.

There are over 440 employees in the County's workforce that perform procurement and related tasks, as identified by County departments. These professional staff are employed across County departments

in classifications including, but not limited to, Procurement Contracting Manager, Procurement Contracting Officer, IT Contracts and Procurement Specialist, Aviation Sr. Procurement Officer, Construction Contracts Specialist, Construction Manager, Procurement Contracting Associate, Buyer, Contract Technician, Purchasing Specialist, Purchasing Manager, Procurement Contracting Manager, Purchasing and Contracts Manager, and Contracts Officer.

On April 28, 2025, the Procurement Academy launched the ***Miami-Dade County - Certificate in Public Procurement (MDC-CPP)***. The MDC-CPP is our first certification in public procurement offered to procurement professionals, and to our knowledge, no other County offers a certification in public procurement to its staff. I want to acknowledge and promote this unique certification program that is available, free of charge, to all County staff.

The MDC-CPP program is a six-module, in-person, instructor-led course offered over a five-day period and focuses on the fundamentals of public procurement, the legislative framework that governs the County's procurement process, competitive and non-competitive procurement methods, procurement planning, sourcing and contract administration. This dynamic program provides participants with the knowledge and skills to develop solicitations, evaluate responses, and effectively manage awarded contracts. Upon completion of the course, participants are required to take a final examination, with a minimum passing score of 80%, to receive the designation of "MDC-CPP". As of October 3, 2025, 139 participants have completed the program and attained their certification. An overview of the course and how to register can be found [here](#).

In addition to the MDC-CPP, SPD will be offering various other training and refresher courses. The refresher courses are intended to reinforce procurement principles, methods and processes; ensure understanding of procurement legislation at the County, State and Federal levels; and provide continuous learning necessary for the growth and development of procurement professionals. The types and frequency of the refresher courses are based on course content and relevance to procurement roles and responsibilities carried out by County staff. Recertification every three years will require attaining, at minimum, 40 hours of continuous learning/education at least three months prior to the certification expiration date. For Fiscal Year 2025-26, SPD plans to offer the MDC-CPP program monthly, in addition to over 120 training courses. Refresher courses will be offered on a monthly, quarterly, bi-annual, or annual basis. The current listing of all courses is published on [SPD's Procurement Academy](#) website.

Pursuant to Rule 5.06(j) of the Board's Rules of Procedure, this report will be placed on the next available Board agenda. Should you require additional information, please contact Namita Uppal, Director and Chief Procurement Officer, at 305-375-1574.

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