

GOODS AND SERVICES PROCUREMENT PROCESS

SUMMARY

Miami-Dade County's ("County") Procurement Process is detailed in the Procurement Guidelines issued by the Internal Services Department Director (ISD Director) and the Chief Procurement Officer (CPO), and, along with the Procurement legislation adopted by the County's Board of County Commissioners (Board) and Implementing Orders (IO), are intended to provide sufficient procurement details to enable County departments, other governmental entities, and the vendor community to:

- Be well-informed of, and comply with, the County's procurement policy; and
- Wholly participate in the County's procurement activities.

PROCEDURE

Although additional detail is provided in the Procurement Guidelines, the County's fundamental procurement policies establish standard methods for conducting full and open competition to the greatest extent possible using:

- An Invitation to Bid for a low price
- A Request to Qualify to establish a vendor prequalification list
- A Request for Proposals for a qualitative and best value determination

The Procurement Guidelines also establish the procedures for justified, non-competitive actions when competition is not available or not practicable.

Legislation shall prevail in the event any contradictions arise between the Procurement Guidelines, State Statutes, or Federal Regulations.

CONTACT:

Department/Division

Internal Services Department/Strategic Procurement Division

REFERENCE DOCUMENTS:

Procurement Guidelines

<http://intra.miamidade.gov/procurement/guidelines.asp>

Implementing Order 3-38, Master Procurement Implementing Order

<http://www.miamidade.gov/aopdfdoc/aopdf/pdffiles/IO3-38.pdf>

ISD/PM Emergency Preparedness and Response Manual

<http://intra.miamidade.gov/procurement/emergency-preparedness.asp>