

2021 Virtual Vendor Workshops



Facilitated via Zoom

Contact us to register: (305) 375-5773 or ISD-VSS@miamidade.gov

How to Respond to an Invitation To Bid (ITB)

10:00 a.m.–12:00 noon

- January 22, 2021
- February 5, 2021
- April 2, 2021
- June 4, 2021
- August 6, 2021
- October 8, 2021
- December 3, 2021

5:30 p.m. – 7:30 p.m.

- March 10, 2021
- May 5, 2021
- July 7, 2021
- September 8, 2021
- November 10, 2021

How to register as a County vendor.
How to register with BidSync.

On-line portal to access and download free solicitations.

What does the County purchase via an ITB?

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 bidsevaluated 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 Respond to a Request for Proposals (RFP)

10:00 a.m.–12:00 noon

- January 29, 2021
- February 12, 2021
- April 9, 2021
- June 11, 2021
- August 13, 2021
- October 15, 2021
- December 10, 2021

5:30 p.m. – 7:30 p.m.

- March 17, 2021
- May 12, 2021
- July 14, 2021
- September 15, 2021
- November 17, 2021

How to register as a County vendor.
How to register with BidSync.

On-line portal 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 Respond to Architectural & Engineering (A&E) and Design-Build (DB) Proposals

10:00 a.m.–12:00 noon

- February 19, 2021
- April 16, 2021
- June 18, 2021
- August 20, 2021
- October 22, 2021
- December 17, 2021

5:30 p.m. – 7:30 p.m.

- March 24, 2021
- May 19, 2021
- July 21, 2021
- September 22, 2021
- November 24, 2021

How to register as a County vendor.
How to register with BidSync.

How to obtain Prequalification and Technical Certifications

Common practices and changes.

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