



Strategic Procurement Department

2022 Virtual Free Vendor Workshops

Facilitated via Zoom

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

Invitation To Bid (ITB): How to Prepare a Bid

10:00 a.m. – 12:00 noon

- January 14, 2022
- February 4, 2022
- March 31, 2022
- June 10, 2022**
- August 8, 2022
- October 7, 2022
- December 2, 2022

5:30 p.m. – 7:30 p.m.

- March 9, 2022
- May 4, 2022
- July 13, 2022**
- September 7, 2022
- November 9, 2022

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

On-line portal to access and download free solicita-

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 bids evaluated 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.

** = Joint Session of ITB and RFP

Request for Proposals (RFP) : How to Prepare a Proposal

10:00 a.m. – 12:00 noon

- January 28, 2022
- February 11, 2022
- April 1, 2022
- June 10, 2022**
- August 12, 2022
- October 14, 2022
- December 9, 2022

5:30 p.m. – 7:30 p.m.

- March 16, 2022
- May 11, 2022
- July 13, 2022**
- September 14, 2022
- November 16, 2022

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

On-line portal to access and download free solicita-tions.

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?

** = Joint Session of ITB and RFP

Architectural & Engineering (A&E) and Design-Build (DB) : How to Prepare Proposals

10:00 a.m. – 12:00 noon

- February 18, 2022
- April 15, 2022
- June 17, 2022
- August 19, 2022
- October 21, 2022
- December 16, 2022

5:30 p.m. – 7:30 p.m.

- March 23, 2022
- May 18, 2022
- July 27, 2022
- September 21, 2022
- November 30, 2022

How to register as a County vendor.

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