



**Internal Services Department
Small Business Development**

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May 1, 2018.

Dear Vendor/Contractor/Consultant,

The Small Business Development (SBD) Division of the Internal Services Department is pleased to announce that the Miami-Dade County **Business Management Workforce System (BMWS)** is now "live". BMWS is a new web-based software system that firms will be required to utilize to apply for or renew their Small Business Enterprise (SBE), Disadvantaged Business Enterprise (DBE), and Local Developing Business (LDB) certifications, register for the Equitable Distribution Program (EDP), submit small business participation, and report subcontractor payments, among other capabilities.

BMWS is accessible – at no charge – to all firms doing business with the County and includes the following key features:

- Electronic submission of subcontractors for fulfillment of SBE requirements
- Electronic submission of contractors' utilization payments and verification of SBE payments via the web or a mobile device
- Automated tracking of progress towards meeting SBE goals
- Electronic submission of certified payrolls
- Electronic submission of workforce compliance data
- Automated notifications regarding compliance requirements

In addition, anyone may access BMWS to search a directory of certified firms or register for training and outreach opportunities, without the need to have an account or log-in.

Use of BMWS is mandatory, pursuant to County Ordinance No. 18-33. Going forward, all small business, wage, and workforce documentation should be completed through this system.

As a prime contractor/consultant or subcontractor/sub-consultant on an active Miami-Dade County contract(s), Professional Services Agreement (PSA) to include the EDP, any new County contract(s), or any contract in which the Miami-Dade County Code is applicable, a user account has already been or will be created for you. Prime contractors/consultants are required to report all subcontractors, subconsultants, and/or suppliers payments and any required information pertaining to their contract(s) within the required time frames as set forth by the County Code or your County contract documents.

Next Steps

To access the system, visit <https://mdcsbd.gob2g.com/> and click on "Account Lookup" to locate your account information. If you have access to the registered email address, but do not know your password, you can reset it by clicking the "Forgot Password" box. If you see that your contact information is incorrect or that you are not listed in the system, you should click the "Contact Support" link.

Please assist us with our system roll-out by logging in and reviewing your contact information under "Vendor Profile". This will ensure that we can communicate with you in a timely manner regarding your contracts, certifications, and/or registrations. You should also regularly review your contract information for accuracy and current status, and notify your SBD Contract Compliance Officer of any discrepancies. Note that any profile changes you make in BMWS will not automatically carry over to other County systems that you may be registered with (such as Procurement's Vendor Registration or BidSync).

Online Application for Certification

To renew or apply for SBE and/or DBE certification(s), you should follow the below steps:

1. Log into <https://mdcsbd.gob2g.com>.
2. Click the *Renew/Apply for Certification* link in the "Key Actions" box.
3. Select the options that are appropriate for your company.
4. Answer the eligibility questions.
5. Preview the document list and click the Continue button to the application.
6. Click on Process to complete each section.

A green arrow will indicate that the section is complete. All documents that are required will be listed on the document list of the online application.

Elimination/Reduction of Paper-Based Reporting

If you are submitting a bid/proposal for a contract with SBE measures, you may receive a notification from SBD or BMWS requesting your response to a Utilization Plan via the system. *This replaces the Schedule of Intent/Letter of Agreement that you were previously required to submit as part of the bid/proposal submission.*

For applicable contracts, you will be required to submit the listing of your first tier subcontractors and the race, gender, and ethnic origin of the owners and employees of all such first tier subcontractors via BMWS. *This replaces the Subcontractor/Supplier Listing.*

Upon future BMWS email notification(s), you will be required to submit payment information via the system for all certified subcontractors/sub-consultants listed on your contract within thirty (30) days of the notification. If you are the subcontractor/sub-consultant, you will then receive an email that will request your verification of the payment information reported by the Prime. *This will replace the current paper-based Monthly Utilization Reports (MURs).*

If Living Wage or Responsible Wages and Benefits requirements apply to your contract, you will be notified when you and your subcontractors at all tier levels will be required to electronically submit certified payrolls through the Labor Compliance Program (LCP) Tracker link on your BMWS homepage by the 10th of every month. *Once you submit certified payrolls electronically, you will no longer be required to submit hard copies.*

Training Opportunities

It is strongly encouraged that you visit <https://mdcsbd.gob2g.com> and click the "Training" tab to sign up for live webinars that are offered on an ongoing basis and are free of charge. Two recommended webinars are (1) Introduction to System – Vendor training and (2) Contract Compliance Reporting. To register for BMWS hands-on training sessions conducted by SBD, please click the "Events" tab. User guides/manuals and online customer support are also available via the website. On-line training resources for LCP Tracker can be accessed in the system as well.

We look forward to your participation and the implementation of this system, which will increase the efficiency and effectiveness of our communications. We greatly appreciate your cooperation and look forward to continue doing great work together. For technical assistance with BMWS, please contact B2GNow by clicking the "Contact Support" box on the homepage. If you have specific County contract-related questions or comments, please contact SBD at (305) 375-3111 or via email at SBDmail@miamidade.gov.

Sincerely,



Gary T. Hartfield, Director
Small Business Development Division