

Favors, LaToya (ISD)

From: Tyrone White Jr. [Miami-Dade County] <mdcsbd@gob2g.com>
Sent: Monday, January 23, 2023 12:38 PM
To: White Jr., Tyrone (ISD)
Subject: MDCSBD Outreach Notification: Verification of Availability: EVN0000360 (under FB-02057), Personnel Technician for MDCR

EMAIL RECEIVED FROM EXTERNAL SOURCE

Hello,

SOLICITATION NO.: **EVN0000360 (UNDER FB-02057) - PERSONNEL TECHNICIAN FOR MDCR**

SBD is attempting to place a small business measure of the subject solicitation but we need your help. Please review the information below and advise if your firm can provide the requested goods and/or services. If your firm can provide the requested goods and/or services and is interested in participating as a Small Business Enterprise – Goods & Services firm, please complete the attached document by **5:00 P.M., TUESDAY, JANUARY 24, 2023.**

The letter of availability may be sent **via facsimile transmission to (305) 375-3160 or via email to twj@miamidade.gov** . If you have any questions, please contact me at **(305) 375-2824**.

Note, you are NOT proposing at this point, as such no pricing information is required at this phase of the process (this was included as an FYI).

Method of Award

Award of this Contract will be made in accordance with FB-02057 Section 2, Paragraph 2.4, titled Method of Award, to the three (3) lowest responsive, responsible Bidders.

Instruction to All Bidders

1. Section 1, General Terms and Conditions of Miami-Dade County (County) shall apply to all resultant Contracts from this ITQ. This Section is available on demand at the County's Strategic Procurement Department's (SPD) webpage:

<https://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r22-3.pdf> General Terms and Conditions of Section 1 are non-negotiable.

2. Pursuant to Section 2-11.1 (t) of the Code of Miami-Dade County, as amended, a "Cone of Silence" is imposed upon issuance of this ITQ after advertisement and terminates at the time a written recommendation is issued.

ADDITIONAL TERMS

The terms and conditions of Contract Number FB-02057 are applicable to this Invitation to Quote (ITQ).

The Strategic Procurement Department shall issue an award under this solicitation. The Successful Bidders shall not honor any requests for performance until the Strategic Procurement Department has made an award.

Pricing

The position will be awarded to the three (3) lowest priced responsive, responsible vendors on a line-item basis, meeting the minimum bill rate. While the award will be made to multiple vendors by line item to assure availability, the lowest priced vendor for the line item

will be given the opportunity to perform as appropriate to meet the County's needs. Price must be submitted via INFORMS only. Details regarding estimated hours and minimum bill rate are shown below:

| Position | Estimated Hours | Minimum Bill Rate | Can your firm provide the requested position? (yes or no) |
|----------------------|-----------------|-------------------|---|
| Personnel Technician | 10,400 | \$23.00 | |

JOB CLASSIFICATION FOR PERSONNEL TECHNICIAN (GROUP 1 – NON-FEDERALLY FUNDED)

MINIMUM QUALIFICATIONS:

High school diploma or GED. Two years of advanced clerical experience processing and maintaining personnel or payroll records are required. Completion of college coursework may substitute for the required experience on a year-for-year basis.

NATURE OF WORK:

This is technical work assisting a professional or administrative superior in departmental personnel administration. Responsibilities include conducting preliminary interviews of applicants for employment, coordinating payroll related activities, advising supervisors and employees regarding personnel policies and procedures, and assisting in a variety of specialized personnel administration work. Supervision is received from a professional or administrative superior who assigns work, assists with difficult problems and evaluates performance for technical quality, thoroughness and timely progress of work.

ILLUSTRATIVE TASKS:

Assists in interviewing applicants for initial employment or for promotional positions; evaluates applicants experience and training for adherence to minimum requirements; refers prospective employees to departmental hiring authorities for employment consideration and makes recommendations for selection or rejection; processes new employees for appointment in accordance with established procedures. Serves as a departmental contact person for payroll related matters; provides information, resolves problems, and receives and responds to inquiries; coordinates work between departmental office and field operations, and the centralized personnel-payroll system; prepares and reviews the preparation of various personnel and payroll documents; assures accuracy of information and timely submission. Maintains departmental table of organization; records changes such as transfers, demotions and status changes to insure availability of accurate information. Confers with and provides information to supervisors and employees concerning established procedure and policy requirements in the selection of employees from eligible lists, leave requests, overtime authorizations, group insurance, employee transfers and promotions, and other personnel related transactions and functions.

KNOWLEDGE, ABILITIES, AND SKILLS:

Considerable knowledge of specific regulations and procedures relating to preparation and maintenance of personnel actions, records, and reports. Considerable knowledge of departmental organization and operations as related to personnel administration activities and requirements. Knowledge of basic interviewing techniques applicable to employment selection. Knowledge of personnel rules, regulations, and procedures specified in county statutes, codes, and administrative orders. Some knowledge of civil service employment rules and regulations. Ability to interpret and explain personnel rules and regulations. Ability to establish and maintain effective working relationships with supervisors, employees, the public, and staff members. Ability to work accurately with numerical data. Ability to communicate effectively, verbally, and in writing.

**Can your firm provide a contract employe for the Personnel Technician position as per the information listed above?
Yes _____ No _____**

Tyrone White, SBD Section Manager

Miami-Dade Internal Services Department

Small Business Development

Phone: (305) 375-2824

Fax: (305) 375-3160



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<http://www.miamidade.gov/smallbusiness/>

www.mdcsbd.gob2g.com

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