

**ISSUING DEPARTMENT INPUT DOCUMENT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No.

Contract  
 Re-Bid   
  Other – Access of Other Entity Contract   
 LIVING WAGE APPLIES:  YES     NO

Requisition No./Project No.: EVN0000361 FB-02057-2   
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Buyer

Description: As per FB-02057 Contract Employee Services under Section 2.16, job classifications may be added to the contract at the option of the County. SPD is issuing an ITQ on behalf of MDCR, adding the Buyer position to the existing contract.

Issuing Department: SPD   
 Contact Person: Prisca Tomasi   
 Phone: (305) 375-1075

Estimate Cost: \$228,800

Funding Source:   
 GENERAL X   
 FEDERAL    
 OTHER

**ANALYSIS**

<b>Commodity Codes:</b>	<span style="border: 1px solid black; padding: 2px;">96269</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.				
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>	
<b>Contractor:</b>	<span style="border: 1px solid black; padding: 2px;">See enclosed roadmap.</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	
<b>Small Business Enterprise:</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	
<b>Contract Value:</b>	<span style="border: 1px solid black; padding: 2px;">\$93,233,850</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	
<b>Comments:</b>	<span style="border: 1px solid black; padding: 2px;">N/A</span>			

Continued on another page (s):     YES     NO

**RECOMMENDATIONS**

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>

Basis of Recommendation:

<b>Signed:</b> <span style="border: 1px solid black; padding: 2px;">Prisca Tomasi</span>	<b>Date sent to SBD:</b> <span style="border: 1px solid black; padding: 2px;">01/06/2023</span>
	<b>Date returned to SPD:</b> <span style="border: 1px solid black; padding: 2px;"></span>



**INVITATION TO QUOTE (ITQ)**

**PART I. ITQ OVERVIEW AND GENERAL TERMS AND CONDITIONS**

**A. Information**

<b>Event No.: EVN0000361</b>
<b>Event Title: FB-02057-2 Buyer</b>
<b>This ITQ is issued pursuant to Miami-Dade County Contract No. FB-02057 Contract Employee Services</b>
<p>Bids are to be submitted electronically through a secure mailbox via the Integrated Financial Resources Management System (INFORMS) (<a href="https://supplier.miamidade.gov">https://supplier.miamidade.gov</a>) until the date and time indicated in the INFORMS Solicitation End Date published in INFORMS and in this Solicitation document. It is the sole responsibility of the Bidder to ensure that its Bid is in INFORMS before the solicitation deadline. There is no cost to the Bidder to submit a Bid for a Miami-Dade County solicitation via INFORMS. Electronic submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.</p> <p>For information concerning this Solicitation, use the question/answer feature provided within the Solicitation by INFORMS at <a href="https://supplier.miamidade.gov">https://supplier.miamidade.gov</a>. Questions of a material nature must be received prior to the date and time of the INFORMS Solicitation Question &amp; Answer End Date specified in the Solicitation. Material changes, if any, to the Solicitation will be made only by written addendum. (See Mandatory Online Forms and Addendum Acknowledgement section of INFORMS site).</p> <p>Bidders must allow sufficient time to complete online forms and upload all bid documents. All information and documents must be fully entered, uploaded, acknowledged (“Confirm”) and recorded into INFORMS before the date and time of the INFORMS Solicitation End Date, or the system will stop the process and the submission will be considered late and will not be accepted.</p> <p>No part of a Bid can be submitted by hardcopy, email or fax. Suppliers/Vendors are encouraged to access the links below to assist with submission of responses to the Solicitation.</p> <p><b>Recorded eSupplier Workshop</b> <a href="https://www.miamidade.gov/global/news-item.page?Mduid_news=news1652724628268780">https://www.miamidade.gov/global/news-item.page?Mduid_news=news1652724628268780</a> Password: q37%t+pG</p> <p><b>Submit a Bid Job Aid</b> <a href="https://www.miamidade.gov/technology/library/informs/job-aid/submit-a-bid.pdf">https://www.miamidade.gov/technology/library/informs/job-aid/submit-a-bid.pdf</a></p>
<b>County Department: Strategic Procurement Department</b>
<b>Department Contact:</b> Prisca Tomasi <b>E-Mail:</b> <a href="mailto:prisca.tomasi@miamidade.gov">prisca.tomasi@miamidade.gov</a>
<b>Method of Award:</b> 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.



**INVITATION TO QUOTE (ITQ)**

**B. 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.

**PART II. 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.

**1. 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:

<b>Position</b>	<b>Estimated Hours</b>	<b>Minimum Bill Rate</b>	<b>Rate per Hour</b>
Buyer	10,400	\$22.00	Submit via INFORMS

**2. Small Business Enterprise (SBE) (As provided by the Small Business Development Division)**

**3. Wage Requirements (As provided by the Small Business Development Division)**

Living Wage does apply to the Buyer position.

**PART III. JOB CLASSIFICATION FOR BUYER (GROUP 1 – NON-FEDERALLY FUNDED)**

**1. MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent.

**2. NATURE OF WORK:**

Employees in this classification are responsible for specialized Corrections and Rehabilitation Department specific contract development and compliance, as well as fiscal adherence. Responsibilities typically include managing and administering contracts and one-time requisitions/contracts and processing small purchase orders. Employees in this classification may



## **INVITATION TO QUOTE (ITQ)**

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exercise supervision over subordinate staff through the assignment of work. General supervision is received from an administrative superior who reviews work for conformity with established administrative and departmental policies and attainment of desired objectives through conferences and review of reports of operations.

### **3. ILLUSTRATIVE TASKS:**

- Review purchase requisitions: contact end users to clarify amounts or nature of items requested; refers to current supply catalogues and other references for sources of supply; develop best pricing strategies to assure the right goods and services are obtained at the lowest possible price.
- Respond to all vendor inquiries and mails / emails all purchase orders to vendors. Handle all matters related to vendor performance. Liaison with DPM on all matters related to vendors issues.
- Provide monthly reports on status of all department's current contracts; maintain all records including monitoring and tracking expenditures on all contracts.
- Respond to departmental inquiries as to proper methods for purchases and interpretation of contracts; provides memoranda to staff as to contract usage; work with Corrections and Rehabilitation Department end users to analyze their needs, specifications, and dollar requirements.

### **4. KNOWLEDGE, ABILITIES, AND SKILLS:**

- Develop proper purchasing strategies to ensure Corrections and Rehabilitation Department's departmental needs are met.
- Monitor contract expenditures and perform all contract administration duties for Corrections and Rehabilitation Department.
- Handle all matters related to vendor management and performance for Corrections and Rehabilitation Department.