

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: EVN0000361 (under FB-02057): Buyer for MDCR

EMAIL RECEIVED FROM EXTERNAL SOURCE

Hello,

SOLICITATION NO.: **EVN0000361 (UNDER FB-02057) - BUYER 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.

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)
Buyer	10,400	\$22.00	

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

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent.

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 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.

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.

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

Can your firm provide a contract employe for the Buyer 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/>

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