

Doing Business with Volusia County

Volusia County Purchasing and Contracts Division

Module 2

Module 2



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Welcome Back to the Volusia County Vendor Program

- Next Steps
- Solicitation Types
- How to Respond to Solicitations
- Getting Paid
- Contract Award
- Additional Resources



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Welcome Back

Module One provided you with an introduction to doing business with Volusia County including: who we buy for, the goods and services procured, and vendor registration.

Module Two will be focused on how to be awarded a contract/agreement with County and what to do once awarded.

In 2022, the County issued 180 competitive solicitations for goods, services and construction.

Module Two will help you become one of the vendors who can respond and potentially be awarded Contract or Agreement with the County.



[VOLUSIA.ORG/PURCHASING](https://www.volusia.org/purchasing)

NEXT STEPS

Module One provided instruction on becoming a registered vendor with the County through our E-procurement platform OpenGov and County's Vendor Self Service.

What happens now?

How do I get Awarded a Contract?

What is a Solicitation?

Where do I find the Solicitations?

What kind of Insurance do I need?

How do I get paid?

What do I do once awarded a Contract?

The Answers to all of these Questions will be provided in this presentation.



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WHAT IS A SOLICITATION?

The County uses the following types of solicitations to purchase the goods and services to meets the needs of the citizens of Volusia County

Request for Quotation - RFQ

Invitation to Bid – ITB

Request for Proposal – RFP

Request for Statement of Qualification - RSQ

What are these, when do we use them, and for what purpose?



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Request for Quotation (RFQ)

The County issues **Request for Quotation (RFQ) for smaller purchases**. They can be either formal or informal depending on the complexity of the purchase. Purchases less than \$25,000.00 are defined as informal and those greater to up to \$49,999.99 are defined as formal.

Informal quotes are generally issued by the end user division.

Formal quotes are issued by the Purchasing and Contracts Division and will have a set due date and time.

Staff evaluates and awards RFQs to the lowest responsive and responsible bidder (inclusive of local preference) refer back to Module 1 or more information on local preference

Grow your Business – Quotes are a great way to get your foot in the door and start providing goods and services to the County



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Invitation to Bid – (ITB)

A formal process requiring sealed bids due by a specified date and time.

Required for purchases with a cumulative value of \$50,000.00 or more

This is used for purchases for when it is known exactly what is needed and it can be defined in a scope of work.

County staff evaluates and awards ITBs to the lowest responsive and responsible bidder(inclusive of local preference).



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Request for Proposal (RFP)

A formal process requiring sealed proposals due by a specified date and time.

Solicits proposals for goods and services while looking for a solution. Price is usually not a primary evaluation factor but it is considered.

An Evaluation criteria is developed for each RFP and included in the RFP document. It matches the requirements of the scope of services.

An Evaluation Committee is made up of County Staff where each member evaluates independently and then come together in a Public Meeting to reach a consensus.

Award is to the firm that offers the best overall proposal or solution, as defined in Evaluation Criteria. The County is therefore not bound to accept a proposal based only on lowest price.

Results in a solution or service contract.



Request for Statement of Qualifications (RSQ)

A formal process requiring sealed proposals due by a specified date and time.

Solicits proposals for professional services based on qualifications. Price is usually not a primary evaluation factor but it is considered with the exception of certain services define in FS. 287.055.

A Evaluation criteria is developed for each RSQ and included in the RSQ document. It matches the requirements of scope of services.

An Evaluation Committee is made up of County Staff where each member evaluates independently and then comes together in a Public Meeting to reach a censuses.

Award is to the top ranked firm(s) that is most highly qualified, as defined in Evaluation Criteria.

Results in a Professional Services Contract.



Request for Statement of Qualifications (RSQ)-CCNA

Professional Services procured under the Consultant's Competitive Negotiation Act (CCNA) Florida Statute Ch. 287.055.

Utilized for procuring architectural, engineering, landscape architectural, surveying and mapping services.

Selection is based on **qualifications and experience only**.

Award is to the top ranked firm/s that is most highly qualified, through a two-step evaluation process which may include a presentation/interview.

Results in a Professional Services Contract.



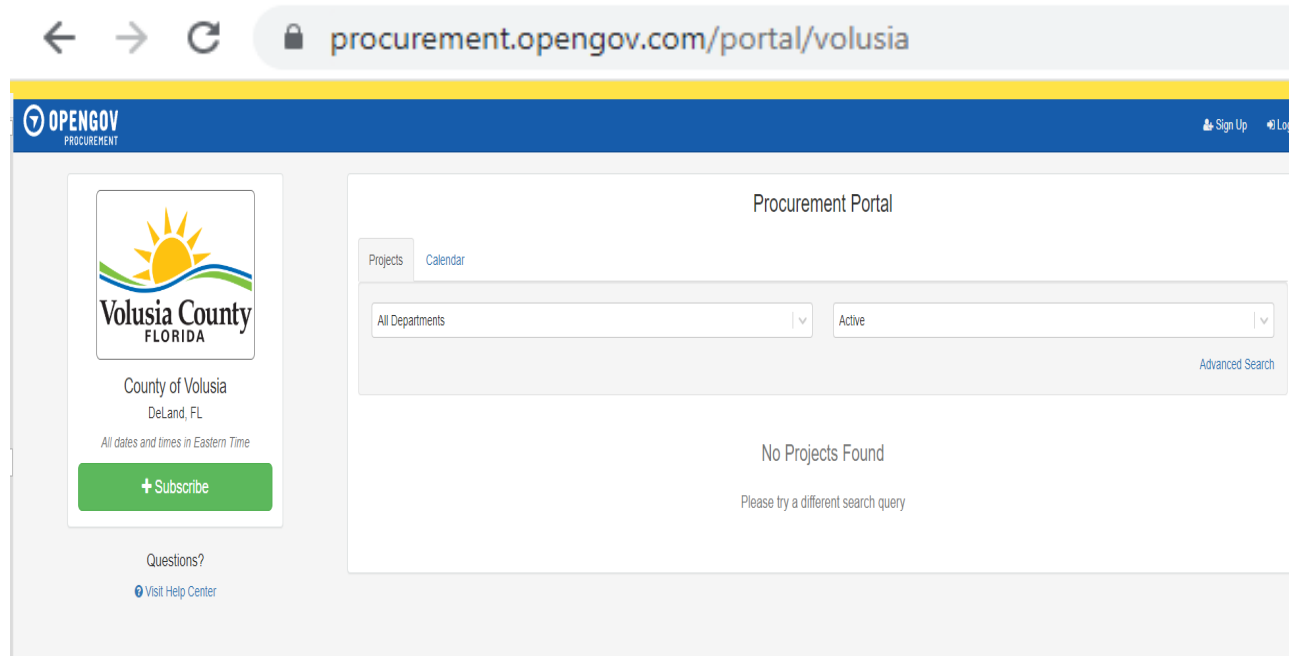
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WHERE DO I FIND THE SOLICITATIONS?

- Effective January 1, 2023, Volusia County fully transitioned to OpenGov. No new solicitations or public notices will be posted to the previous location.
- Solicitations and public notices will only be available for review on the OpenGov platform at:
<https://procurement.opengov.com/portal/volusia>
- Once you find a solicitation you are interested in, sign up to be a participant and if you have not previously, register to be a vendor with OpenGov. (Revisit Module 1 for more information on vendor registration)
- Review all of the sections and documents carefully and begin your submittal.
- Consult with your insurance broker and review the required insurance to determine any additional costs that should be incorporated into the bid price.
- Submit questions and clarifications in OpenGov's Q&A section.
- Attend Pre-bid meetings
- Review and acknowledge all questions & answers and any other changes
- Confirm all documents are included and are signed by an authorized agent for your firm.
- Do Not Forget to Submit your response.

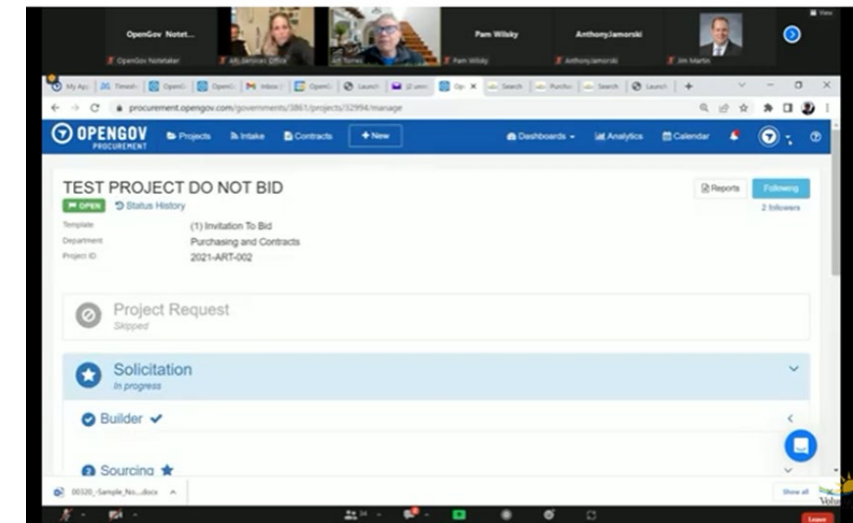


Responding to Solicitations using OpenGov



See the OpenGov Vendor Training.

<https://www.youtube.com/watch?v=TEDfdwgnPy0>



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Important Points to Remember

- All submittals to solicitations are considered public record under the Florida Sunshine Law. Do not submit confidential, proprietary, or trademark information with your response.
- The opening of all solicitation are done in a public forum and are available via GoToMeeting. Visit our website at www.volusia.org/purchasing for the link to OpenGov
 - Per Florida Statute, pricing will not be disclosed at time of opening with the exception of Public Works Projects. The names of respondents will be read at time of opening.
 - All proposals are exempt from public review for thirty (30) days or until posting of recommendation of award, whichever occurs first.
 - All Evaluation Committee Meetings are public meetings and will be announced under Messages/Announcements in OpenGov.



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Purchase Orders & Master Agreements

All purchases greater than \$5,000.00 require competition

- ✓ A Purchase Order or Master Agreement is required in in order to receive payment.
- ✓ Purchase Orders are primarily used for one-time purchases for a specific quantity and specific delivery, or for annual automatic payments (i.e. lease payment).
- ✓ Master Agreements are primarily used for indefinite quantities with multiple delivery requirements.

All of the above are the result of competitive solicitation
depending on value of purchase



HOW DO I GET PAID?

Vendors shall submit a invoice for items/services render referencing the Purchase Order, the Master Agreement or Contract Number to the ordering division for review and approval.

Invoices must be correct and in accordance with terms of Purchase Order, Master Agreement or Contract to avoid delays in payment.

The using division will submit accurate invoices to Accounting for payment.

The County Payment Terms are: Net 45 Days and FOB Destination, freight allowed.

Construction projects are paid in accordance with Florida Statutes §218.70-.80



HOW DO I GET PAID?

Contracting Authority

Only three people in the County have the authority to bind the County to a Contract

- The Director of Purchasing and Contracts
- County Manager
- County Council Chair

All Contracts/Agreements requiring a signature **MUST** go through Purchasing & Contracts Division.

NO EXCEPTIONS



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WHAT DO I DO ONCE AWARDED A CONTRACT?

Contract Relationships

- Upon award, vendors work directly with the assigned County Project Manager.
- Read and understand the terms and conditions of your contract.
- Raise any issues, concerns, or questions to the County Project Manager to discuss and address as soon as possible.
- If there is a breakdown in communication, call Purchasing and Contracts.



RESOURCES

- <https://www.volusia.org/services/financial-and-administrative-services/purchasing/>
- <https://procurement.opengov.com/portal/volusia>
- <https://dos.myflorida.com/sunbiz/>



WORKING TOGETHER

The Purchasing and Contracts Team is open and ready to answer your questions on the processes of becoming a Volusia County Vendor, answering questions on the submission of your business' quote or bid on an open solicitation, and through to the award and fulfillment of that contract.

During the solicitation process is the best time to address any of your questions for a successful bid.

Any questions you may have regarding OPEN solicitations should be asked during the period of time as noted in the solicitation. When the bid has closed the Purchasing and Contracts Team may not be able assist with incomplete documentation and or requirements not met.



Upon the Award of a Contract the Purchasing and Contracts Team will be in touch with the awarded contract Vendor and begin the process of meeting the needs of Volusia County citizens and visitors.



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For most up to date information, please visit our website



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