

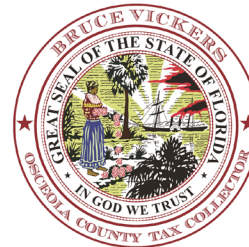
OSCEOLA COUNTY PURCHASING CONSORTIUM

2026 Vendor Opportunity Fair

Friday, March 6, 2026
9 A.M. – 11:30 A.M.

School District of Osceola County Transportation Facility -
International Room

401 Simpson Road
Kissimmee, FL 34744



Doing Business with Osceola County Government Agencies

Hosted by

The Osceola County Purchasing Consortium

Osceola County Transportation Facility

International Room

March 6, 2026





Opening Remarks

Robert Rosenstein

**Osceola County
Procurement Services Director**



Your Public Agency Partners



- Osceola County Board of County Commissioners**
- The School District of Osceola County**
- City of St. Cloud**
- City of Kissimmee**
- Kissimmee Utility Authority**
- Toho Water Authority**
- Osceola County Sheriff's Office**
- Osceola County Tax Collector**



Why We're Here Today



- We want more local businesses competing
- We want you to understand the process
- We want you to avoid common mistakes
- We want your business to grow



What is *Procurement's* Job

- Spend taxpayer dollars responsibly
- Keep the process fair
- Make sure everyone competes under the same rules



Step One: Get Registered

- Register on the Appropriate Agency Platform
- Select Correct Commodity Codes
- Always Check Agency Websites
- If you are not registered, we cannot notify you of opportunities



How the Process Works

- **Step 1:** The Department identifies a need
- **Step 2:** The Solicitation Type is selected
- **Step 3:** We publicly advertise the opportunity
- **Step 4:** Vendors submit responses
- **Step 5:** Responses are evaluated
- **Step 6:** Award is made based on the rules in the solicitation



Think of this like building a house. There's an order to the process. Government procurement cannot skip steps, and vendors can't either.



What are Solicitations and their differences?

(Cost Based Selection)

Request for Quotes (RFQ)

- Smaller purchases
- Responsive, responsible bidder with the lowest price wins

Invitation to Bids (ITB)

- Scope is clear
- Public advertising and sealed bids
- Responsive, responsible bidder with the lowest price wins



Solicitations and their differences

(Qualification Based Selection)



Request for Proposals (RFP)

- Formal solicitation requiring public advertising
- Score on Experience and Approach
- Award based on criteria defined in solicitation



Request for Qualifications (RFQ) (RFQU) (PS)

- Used for A/E or similar services
- Price is negotiated after ranking



After You Download a Solicitation



1. READ the entire document, not just the scope
2. Mark All Key Dates, pre-bid/pre-proposal meetings, question deadline and DUE DATE and TIME.
3. ATTEND pre-bid/pre-proposal meetings, if required.
4. SUBMIT questions before deadline
5. CHECK for addenda



Common Reasons Vendors Don't Win (Even When They're Qualified)

- They didn't follow instructions.
- They assumed we knew their company.
- They priced incorrectly.
- They missed mandatory requirements.



Top 5 Mistakes That Get Vendors Disqualified

1. Missing Signatures
2. Not acknowledging addenda
3. Submitting late
4. Not answering what was asked
5. Ignoring insurance or license requirements.



How to Make Your Proposal Stronger

- Follow instructions exactly.
- Organize your response clearly.
- Provide relevant experience.
- Attend pre-bid/pre-proposal meetings.
- Ask thoughtful questions.



Submission Rules Matter

- Must arrive before deadline
- **Late is late – even by one minute**
- Label packages properly
- Confirm electronic submission rules
- Some agencies may accept Electronic bid/proposal submittals - ALWAYS CONFIRM
- Time stamps are automated. We cannot override them.



Do Not Start Work Without Authorization

You must receive:

- Purchase Order
- Approved Purchasing Card authorization
- Written Approval (such as Notice to Proceed)

Starting work without authorization risks non-payment



How You May Be Paid

- E-Payables
- Electronic Funds Transfer (EFT)
- Manual Checks



Keep Your Business Eligible

- Maintain active Sunbiz Status
- Maintain required licenses
- Maintain insurance coverage
- Get a Local Business Tax Receipt



Helpful Hints

- Research past awarded bids (public record)
- Consider subcontracting opportunities
- Pursue applicable certifications
- Build relationships before bidding



Final Advice

- Follow Instructions
- Ask questions before the deadline
- Submit early
- Compete often



Additional Resources

- Contact the Agency Representative
- Check Agency Websites for future training events
- Local Chambers:
 - ✓ Kissimmee/Osceola Chamber of Commerce
 - ✓ St. Cloud Chamber of Commerce



Questions?

We are here to help you compete successfully



Thank you for your interest in doing business with us.



Resource Links

❖ Register at:

- <https://vendorlink.osceola.org>
Osceola County and School District of Osceola County
- <https://demandstar.com>
City of Kissimmee
- <https://myvendorlink.com>
Kissimmee Utility Authority
- <https://procurement.opengov.com/portal/stcloud>
City of St. Cloud,
- <https://tohowater.bonfirehub.com/>
Toho Water Authority

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