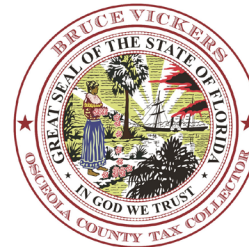


OSCEOLA COUNTY PURCHASING CONSORTIUM

# 2025 Vendor Opportunity Fair

**Friday, March 21, 2025**  
9 A.M. – 11:30 A.M.

**Osceola Heritage Park**  
1921 Kissimmee Valley Lane





# Welcome

Thank you for joining the  
Osceola County Purchasing Consortium

Osceola Heritage Park  
March 21, 2025



Doing Business with Osceola County Government Agencies



# Consortium Member Agencies



## ☐ Osceola County Board of County Commissioners

- Luis Aviles, Assistant Procurement Services Director
- Ted Phillips, Procurement Manager

## ☐ The School District of Osceola County

- Kristine Rodriguez, Director of Purchasing, Contracts and Warehouse Services
- Cheryl Hood, Purchasing Supervisor

## ☐ Kissimmee Utility Authority

## ☐ Toho Water Authority

- Teresa Collins, Director of Procurement

## ☐ City of Kissimmee

- Brandon Durango, Procurement Manager
- Debbie Luke, Procurement Coordinator

## ☐ City of St. Cloud

- Leslie Flores, Procurement Services Director

## ☐ Osceola County Sheriff's Office

- Jessica McDonald, Purchasing Supervisor, Osceola County Sheriff
- Jane Demeulenaere, Accounting Manager

## ☐ Osceola County Tax Collector

- Bruce Vickers, Tax Collector








# Opening Remarks

**Amanda Clavijo**

**Osceola County  
Assistant County Manager**



# Role of Public Procurement or Purchasing Office

-  Purchase goods, services and/or construction for Agency in accordance with Federal, State and Local regulations
-  Ensure Fair and Open Competition
-  Ensure that all vendors are treated equally and fairly



# Key Steps in the Public Procurement Process

**Step 1:** Need is identified and Scope is defined

**Step 2:** Solicitation method is determined

**Step 3:** Solicitation is advertised in accordance with agency procurement policy

**Step 4:** Vendor responses are received and evaluated

**Step 5:** Recommendation for award is made

**Step 6:** Award is made in accordance with procurement policy



# Frequently Asked Questions

- ❖ How do I find out about Projects?
- ❖ What are solicitation documents and what are their differences?
- ❖ I have the solicitation document, what should I do now?
- ❖ How do I prepare my submittal?
- ❖ How should I submit my bid or proposal?



# How do I find out about Projects?

❖ 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

❖ Always Check Agency Websites



# Benefits of Registration

- 🔍 Look up Solicitations and download documents
- ✓ Select Commodity Codes to Receive Notifications of Solicitation
- 📄 Look up Planholders for opportunities to sub-contract on larger projects
- 🔧 Monitor projects to see when awarded and to whom



# What are Solicitations and their differences?

*(Cost Based Selection)*

## **Request for Quotes (RFQ)**

- Small purchases of goods or services that can be clearly defined
- Procedures vary by agency
- Award will be to responsive, responsible bidder with the lowest price

## **Invitation to Bids (ITB)**

- Formal purchases of goods or services that can be fully defined
- Requires public advertising and sealed bids
- Award to responsive, responsible bidder with the lowest price bid



# Solicitations and their differences

## cont'd

*(Qualification Based Selection)*



### Request for Proposals (RFP)

- Formal solicitation requiring public advertising
- Used for purchases of items or services that are cannot be fully defined
- Proposals must be sealed
- Award based on evaluation criteria defined in solicitation document
- Committee evaluates proposals



# Solicitations and their differences

## cont'd

*(Qualification Based Selection - continued)*



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

- Formal solicitation for architectural, engineering, landscape architectural, surveying, mapping and construction management services in accordance with FL Statute 287.055.
- Cost cannot be a factor in the evaluation.



### **Request for Letters of Interest (RFLOI)**

- Formal solicitation for the purchase of complex commodities and/or services such as technology or volatile market areas.
- Procedures include negotiating with two or more top-ranked firms simultaneously to obtain a final, negotiated contract.



# I downloaded the Solicitation. What should I do now?

1. **READ** the Document carefully from beginning to end.
2. Note important dates, including pre-bid meeting, last date for questions and **DUE DATE and TIME.**
3. Pre-bid meetings provide valuable information about project directly from department staff; vendors are always encouraged to attend.
4. Is the pre-bid meeting mandatory? If yes – vendor must attend the meeting to be eligible to bid.



# What should I do now cont'd

## 5. Ask questions

- If unsure of anything regarding the documents or process, contact the Procurement/Purchasing staff at agency

## 6. Submit questions in writing before final date for questions (email is acceptable)

## 7. Check for Addenda

- Addenda could include valuable information developed during the solicitation process.



# How should I prepare my submittal?

- ✓ Make sure you **include all information requested** in the solicitation document and addenda
  - Forgetting a simple document like a resume or signed addenda could disqualify your bid
- ✓ Include all forms that have to be **signed by an authorized official/officer**
- ✓ **Check your math!** Unit price prevails with most agencies
- ✓ Include references that reflect work similar to what is being requested
- ✓ Review your bid/proposal one last time before you submit







# How should I submit my bid or proposal?

- ❖ Bids must be received by the due date and time in the office designated by the agency
- ❖ Bids/Proposals must be submitted in a sealed envelope or package and labeled properly
- ❖ If sending your bid by mail, UPS, FedEx – send it a day early to make sure it gets to the office on time
- ❖ If you are hand delivering – give yourself ample time to find parking and then the office
- ❖ Some agencies may accept Electronic bid/proposal submittals - ALWAYS CONFIRM



# Things we look for...

-  Maintain insurance; a copy of your Certificate of Insurance is required prior to award
-  Get a Local Business Tax Receipt in the County where your business is located
-  Keep status active with the Florida Department of State (Sunbiz)
-  Maintain all required licensure for your area of work



# Helpful Hints

- 🏆 Register on VendorLink, OpenGov and/or Demandstar
- 🔍 Research past bids and proposals; they are public record.
- 🤝 Consider forming a partnership with another business.
- 🏆 Get certified as a minority, woman-owned, local small business enterprise or service disabled veteran firm (if applicable).



# Purchasing and Payment Tools

🤝 You must receive payment authorization before starting work for a Government Agency:

 Purchase Order

 Purchasing Card

🤝 Payment Options:

 E-Payables

 Electronic Funds Transfer

 Manual Checks



# 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?



# **Thank you for your interest in doing business with us!**

- ❖ **Osceola County**
- ❖ **School District of Osceola County**
- ❖ **Toho Water Authority**
- ❖ **Kissimmee Utility Authority**
- ❖ **City of Kissimmee**
- ❖ **City of St. Cloud**
- ❖ **Osceola County Sheriff**
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