WELCOME
Thank you for your interest in doing business with Manatee County. On behalf of the entire Procurement Division, I would like to invite you to participate in opportunities to provide goods and services to Manatee County government.

Procurement staff are available to assist you with any questions you may have. You can contact us at purchasing@mymanatee.org or by calling 941-749-3014.

On behalf of myself and all the procurement professionals in the Procurement Division, we are looking forward to working with you!

Theresa Webb
Theresa Webb, M.A., CPPO, CPPB, CPSM, C.P.M., Procurement Official
Manatee County BCC

DISADVANTAGED BUSINESS ENTERPRISES
The State of Florida, Office of Supplier Diversity provides the certification process and the database for identifying certified MBE/WBE firms. This service may be directly accessed at: www.osd.dms.state.fl.us.

The Office of Supplier Diversity is located in Tallahassee, Florida. If you have any questions regarding this State service, please contact their office at (850) 487-0915, or email to: osdhelp@dms.myflorida.com.

The Office of Supplier Diversity’s function is to improve business and economic opportunities and provide a one-stop resource for Florida’s minority, women, and service-disabled veteran business enterprises. The office provides business development guidance, technical assistance, and connections to their strategic partners.

Contact & Online Information
For contact information, current solicitations and bidding opportunities, visit us on the web at http://www.mymanneee.org/home/government/departments/financial-management/purchasing.html

Manatee County Procurement Division
INTRODUCTION
The purpose of this guide is to provide an overview of the processes used by Manatee County (County) Procurement Division when purchasing goods and services.

GENERAL INFORMATION
The first step in seeking business opportunities with the County is to register as a supplier. Registration is a simple on-line process at www.mymanatee.org > Departments-Financial Management > Procurement Division.

For more information and to download information regarding bids and proposals, visit our webpage on the County website at https://www.mymanatee.org, click on ‘Business’ and select the Bids & Proposals link. Additionally, the County may advertise solicitation opportunities with the third party service provider, DemandStar® by Onvia, at www.demandstar.com

Please note that those sections of local government that come under elected officials or elected boards such as the Manatee County Sheriff’s Office, School Board, Clerk of the Circuit Court, are separate from Manatee County Board of County Commissioners and conduct procurement activities independent of the County.

PROCUREMENT METHODS
The County utilizes a variety of methods to procure construction, goods and services.

Invitation to Quote (ITQ) – This is an informal process in which written quotations are solicited from suppliers.

Request for Offers (RFO) - This is an informal process in which the award is based primarily on the demonstrated ability of the proposer to perform the services or provide the materials as requested.

Request for Qualifications (RFQ) – This is a formal sealed proposal process. Proposals submitted are evaluated on multiple pre-established criterion. However pricing is not requested or considered in the initial evaluation; rather requested from the top-ranked firm(s) at the conclusion of technical evaluations. This type of solicitation is often used for architect and engineering consulting contracts.

Invitation for Bid (IFB) – This is a formal process in which sealed bids are submitted. This process is often used to procure goods and construction services. Award is made to the lowest price responsible, responsive bidder.

Request for Proposals (RFP) – This is a formal process in which sealed proposals are submitted. Proposals are evaluated on multiple pre-established criterion including price, though price is not usually the primary factor. Allows for limited negotiation prior to award.

Invitation to Negotiate (ITN) – This is a formal competitive negotiation process that is used when the Procurement Official deems it is in the County’s best interest to negotiate with one or more proposers to achieve “best value”.

Non-Competitive – This is a procurement method used to acquire goods or services from a unique source or provider who has particular skills and expertise (Ex: standardization, warranty, compatibility) though other competitive sources may be available.

Exceptions
Sole source and emergencies are exempt from the competitive procurement process.

Utilization of Other Contracts
The County utilizes other competitively procured contracts to take advantage of efficiencies in the procurement process. These contracts include:
• State of Florida purchasing contracts
• Cooperative purchases through local and national cooperatives that aggregate spend of multiple agencies.
• Other governmental entity qualified agreements.

Evaluation Process
Evaluation committees examine responses to RFPs, ITNs and RFQs based on pre-established criteria and make a recommendation to the County Commission for award. Technical evaluation committee meetings are publicly noticed meetings.