

Florida Association of Public Purchasing Officers, Inc.

2010 Award for Best Practice in Public Procurement Innovation in the Purchasing Process

Enhancing Transparency and Vendor Outreach by Webcasting the Public Bid Opening

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Broward County Purchasing Division**

The Broward County Purchasing Division began webcasting their public bid opening on a trial basis in October 2008 and it quickly became clear that the vendors appreciated the option to view the proceedings without being physically present. Throughout 2009, staff has made improvements to the bid opening process that have resulted in an efficient and professional weekly webcast.

The purpose of the Purchasing Division Bid Opening Webcast is to provide Broward County vendors with an additional venue for observing the public opening and reading of the bid and solicitation proposals. The webcast was specifically designed to allow for the participation of vendors who could not attend in person. While the webcast focused on making the bid opening proceedings available to more vendors through the use of technology, the initiative improved the bid opening as a whole which benefitted the vendors who prefer to attend the bid opening in person.

The webcast of the bid opening was achieved using existing staff and resources and therefore required no additional expenditure. The same technology used to webcast commission meetings was utilized for the bid opening. This required that the schedule of the bid opening be changed so that it did not conflict with any commission meetings. Just the change in the time proved to be a benefit because several vendors commented that previously they had to miss the bid opening because it conflicted with the commission meetings. The vendors are now able to attend or view the commission meetings on Tuesday and the bid opening on Wednesday.

While the technology was already in place for the webcast, the format of the bid opening itself needed to be modified to ensure a professional delivery. Administrative staff had been facilitating the bid opening but often they received questions before and after the opening that they could not answer because they were not purchasing agents. This was resolved by implementing a schedule in which each of the purchasing agents facilitated the bid opening on a rotating basis. This ensures that a knowledgeable person is available to handle vendor questions. At times, the bid opening was actually interrupted with questions from the vendors. As part of the webcast implementation, rules were put into place to ensure that the bid opening flowed without interruption and that there were no disruptions that could impact the quality of the webcast. The rules were kept simple and included limiting the questions to before or after the webcast and prohibiting cell phone usage or talking during the webcast.

To further enhance the delivery of the webcast a script was developed to ensure that information is provided to the vendors in a consistent manner. The script was reviewed by legal counsel to ensure that all necessary information is provided to the vendors. Additionally, the bid numbers and titles of the bids scheduled to be read are continuously displayed as a slide presentation in the room. During the webcast, the display alternates between the slide presentation and the live reading of the bids. Also provided in the slide presentation are the bid numbers and titles of any bids where the bid opening was delayed. In this way, the vendors can quickly verify that the bids they are interested in are going to be read during the bid opening. Providing this information reduced significantly the number of questions that staff received prior to the beginning of the bid opening. It was also important since vendors watching the webcast would not have the opportunity to ask if the bid they were interested in would be read.


After a few instances where the purchasing agent had difficulty locating the pricing information in a bid, a summary cover sheet was added to all bids. Vendors are requested to fill in the overall pricing on the summary cover sheet and place it as the first page of their bid. This has saved a significant amount of time because staff does not have to flip through the bid to find the pricing. It also eliminates confusion if there are several components which make up the final pricing since the summary cover sheet only contains the pricing that is to be read at the bid opening.

The feedback regarding the webcast has been positive. One vendor reported to a purchasing agent that his company appreciated the webcasts and would have his secretary view the webcasts whenever he couldn't make it to the bid openings in person. Another vendor while watching the webcast realized that he had made a substantial mistake on his bid. He was able to immediately call the agent of concern and begin the process to withdraw his bid due to the mistake. The vendor would not have been able to address the situation as timely if the bid opening were not webcast. Other vendors who are not local to Broward County have expressed appreciation for the opportunity to participate in the bid opening in spite of their geographic distance.

The weekly bid opening Webcast is available from the Broward County home page by clicking on "Video Central" (<http://www.broward.org/video/>). The dates and times that the bid opening is Webcast are included in the "Upcoming Government Webcasts" schedule. Visitors to the Broward County Purchasing sub-site (<http://www.broward.org/purchasing/>) can get to "Video Central" by clicking on the webcast icon prominently located on the applicable pages.

Attachments:

- 1- Screen shot of Video Central page on Broward.org
- 2- Screen shot of Broward County Purchasing pages with Bid Opening Webcast icon
- 3- Template for Bid Opening Script
- 4- Screen Shot of Bid Opening Slide Presentation
- 5- Template for Bid Opening Summary Cover Sheet



Video Central

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Ready


Today's Program Now Playing

View Live Webcast Full Screen
Having difficulty viewing video? Click Here

Upcoming Live Webcasts

3/9	10:00 AM	County Commission Meeting
3/10	2:00 PM	Purchasing Bid Opening
3/11	9:30 AM	Metropolitan Planning Organization
3/12	5:30 PM	Replay of 3/9 Commission Meeting
3/17	2:00 PM	Purchasing Bid Opening
3/23	10:00 AM	County Commission Meeting
3/24	2:00 PM	Purchasing Bid Opening
3/26	5:30 PM	Replay of 3/23 Commission Meeting

Featured Videos



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Meetings

Program Tips

Today's Program

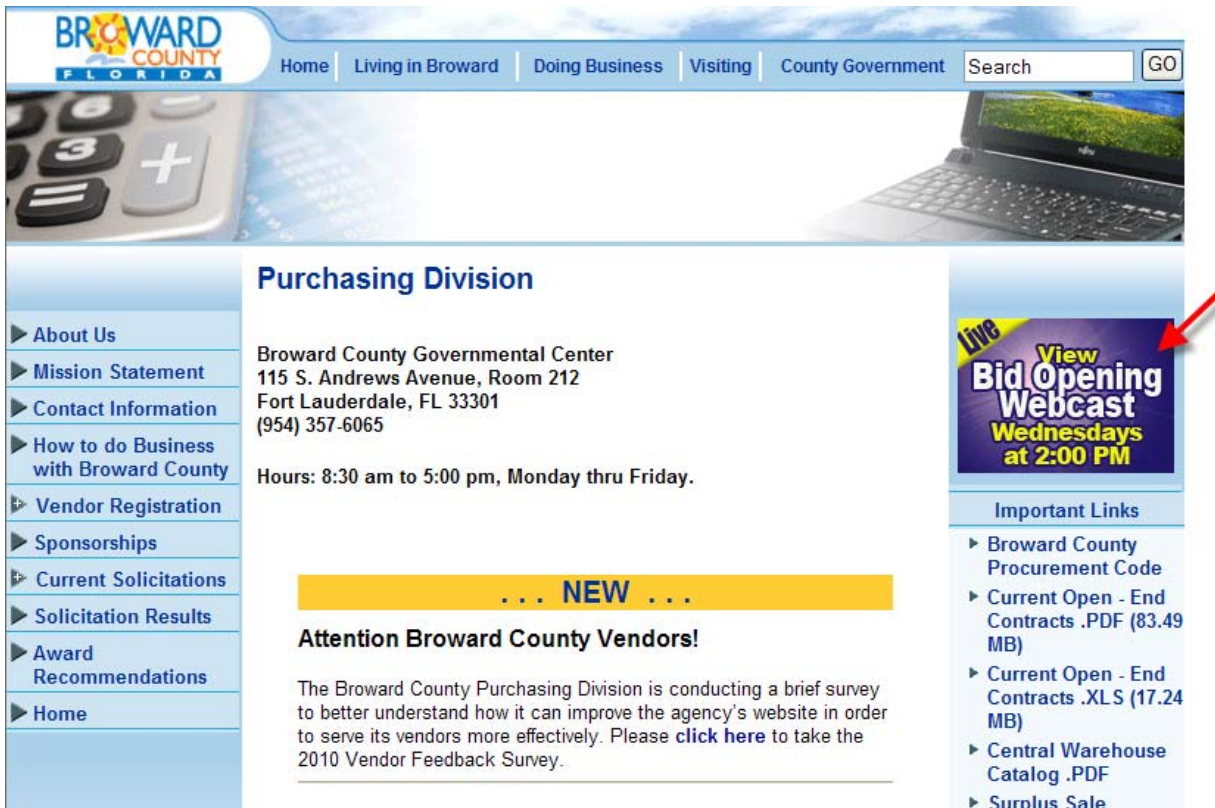
Welcome to Broward County Video Central! This web site offers video programming of interest to Broward County residents, businesses and visitors. View the program now playing, or select another program from our *On Demand* library. *Today's Program* schedule may be preempted by live broadcast of government meetings. For a schedule of these meetings, consult the *Upcoming Government Webcasts* which appears to the left of this page. To share feedback on this Web site, or make a programming suggestion, email publicinfo@broward.org. Video Central is a service of the Broward County Board of County Commissioners.

Legend:
 Community
 PSAs, Commercials/Short Subjects
 Emergency Preparedness
 Water
 Tourism
 Environment
 Public Safety
 Education & History
 Transportation

Morning
Afternoon
Evening
Top

Start time	End Time	Title
6:00:00 AM	6:09:00 AM	The Evolution of Port Everglades
6:09:00 AM	6:12:00 AM	Public Service Announcements, Commercials and Short Subjects
6:12:00 AM	6:22:00 AM	South East Florida Coral Reef Institute
6:22:00 AM	6:30:00 AM	Public Service Announcements, Commercials and Short Subjects
6:30:00 AM	6:40:20 AM	Avoid ID Theft
6:40:20 AM	6:44:30 AM	Public Service Announcements, Commercials and Short Subjects
6:44:30 AM	6:51:00 AM	95 Express
6:51:00 AM	7:00:00 AM	Public Service Announcements, Commercials and Short Subjects
7:00:00 AM	7:53:51 AM	Water's Journey: Everglades: Part 1 of 2 : Restoring Hope
7:53:51 AM	7:59:30 AM	Broward County: Our Green Government
7:59:30 AM	8:00:00 AM	Public Service Announcements, Commercials and Short Subjects
8:00:00 AM	8:54:00 AM	Water's Journey: Everglades: Part 2 of 2 : Currents of Change
8:54:00 AM	9:00:00 AM	Public Service Announcements, Commercials and Short Subjects

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Purchasing Division

Broward County Governmental Center
115 S. Andrews Avenue, Room 212
Fort Lauderdale, FL 33301
(954) 357-6065

Hours: 8:30 am to 5:00 pm, Monday thru Friday.

... NEW ...

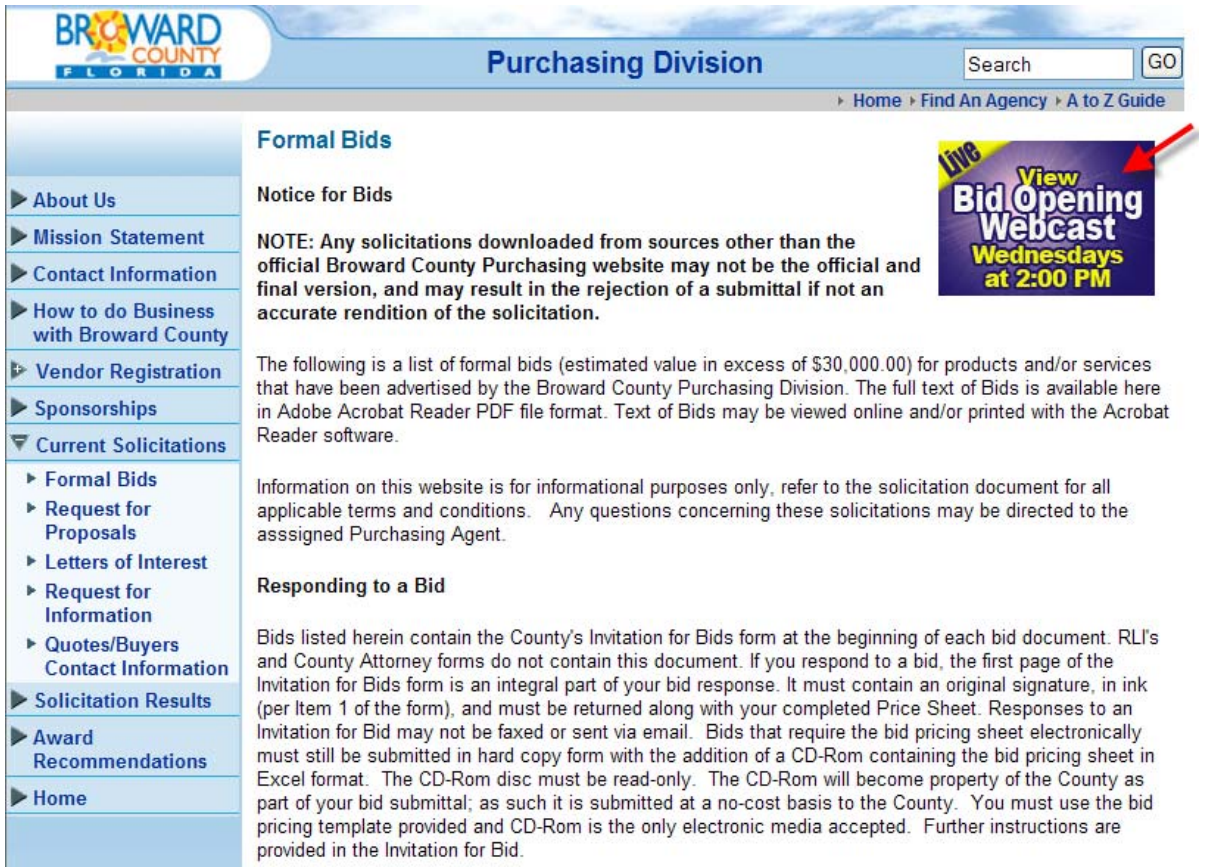
Attention Broward County Vendors!

The Broward County Purchasing Division is conducting a brief survey to better understand how it can improve the agency's website in order to serve its vendors more effectively. Please [click here](#) to take the 2010 Vendor Feedback Survey.

Live View Bid Opening Webcast Wednesdays at 2:00 PM

Important Links

- Broward County Procurement Code
- Current Open - End Contracts .PDF (83.49 MB)
- Current Open - End Contracts .XLS (17.24 MB)
- Central Warehouse Catalog .PDF
- Surplus Sale



BROWARD COUNTY FLORIDA Purchasing Division Search GO

Home Find An Agency A to Z Guide

Formal Bids

Notice for Bids

NOTE: Any solicitations downloaded from sources other than the official Broward County Purchasing website may not be the official and final version, and may result in the rejection of a submittal if not an accurate rendition of the solicitation.

The following is a list of formal bids (estimated value in excess of \$30,000.00) for products and/or services that have been advertised by the Broward County Purchasing Division. The full text of Bids is available here in Adobe Acrobat Reader PDF file format. Text of Bids may be viewed online and/or printed with the Acrobat Reader software.

Information on this website is for informational purposes only, refer to the solicitation document for all applicable terms and conditions. Any questions concerning these solicitations may be directed to the assigned Purchasing Agent.

Responding to a Bid

Bids listed herein contain the County's Invitation for Bids form at the beginning of each bid document. RLI's and County Attorney forms do not contain this document. If you respond to a bid, the first page of the Invitation for Bids form is an integral part of your bid response. It must contain an original signature, in ink (per Item 1 of the form), and must be returned along with your completed Price Sheet. Responses to an Invitation for Bid may not be faxed or sent via email. Bids that require the bid pricing sheet electronically must still be submitted in hard copy form with the addition of a CD-Rom containing the bid pricing sheet in Excel format. The CD-Rom disc must be read-only. The CD-Rom will become property of the County as part of your bid submittal; as such it is submitted at a no-cost basis to the County. You must use the bid pricing template provided and CD-Rom is the only electronic media accepted. Further instructions are provided in the Invitation for Bid.

Live View Bid Opening Webcast Wednesdays at 2:00 PM

Save this document locally and then edit to customize for the specific bid opening date.

Bid Opening Script (Purchasing Agent)

Problems with recording or web casting equipment call Sergio at 954-357-5959

If RLI's or RFPs are being read during the meeting include the appropriate language highlighted in **red** or **green** respectively.

Preliminary Activities:

Ensure the following are available before beginning the meeting:

1. List of all bids that will be read today in hard copy format and projected (laptop is needed)
2. Sign-in Sheet for meeting participants. "Quiet Please" signs. Supplies for opening and organizing the bids
3. Sealed Bid Packages to be opened during the meeting.

Begin, Turn on Microphone:

Read: **"Sergio, we are ready."** wait 10 seconds

"This is the bid opening for (DATE: _____) it is now (TIME: _____). My name is (Name: _____) Purchasing Agent for Broward County Purchasing Division. All bid opening meetings can be viewed live on www.broward.org at the Video Central. All bids that were submitted on time are now here. The bid numbers and titles for the bids that will be opened today are being displayed.

All Requests for Letters of Interest (RLI) (and/or Requests for Proposals) that have been received and opened on their respective due dates, since the last bid opening meeting held on (insert DATE: _____), are also being displayed.

(Cite Delayed Bids/RLI's/RFPs if any)

Read: **"The following Bids have been delayed:"**

(Input Bid info: Bid/RLI/RFP #, Title, New Open Date):

- 1.
- 2.

"We are going to take the next few minutes to sort and open the bid packages. We ask for your patience while we go through this process. Please be aware that this meeting is being webcast so we ask that you remain quiet while the opening takes place. Please take this opportunity to sign-in if you have not already done so. The sign-in sheet is located on the table by the door."

Open Bids:

Start music. Purchasing Agent and Support Staff open and sort the bid packages, starting with the bid that received the most bids and continue accordingly. The Purchasing Agent can make the determination of when to start the reading based on whether he/she feels that enough bid packages have been opened so that the reading can continue without delay or distraction.

Bid Reading:

Turn off music, turn on recorder. (Agent must wait until Support Staff has started recording.)

Read: ***“Before we begin the bid reading, we request that all cell phones be turned off or placed on vibrate. We also ask that meeting attendees remain quiet during the reading particularly if you are going to leave the room during the meeting. For the record this meeting is being audio recorded. The Purchasing Division will not make bids available to the public for 14 days after this bid opening to allow for sufficient time to evaluate the bids. Preliminary Bid tabulations will not be given out until after the agent has reviewed the bids and will be posted in approximately two weeks on the Purchasing website. Final Bid tabulations will be posted upon the evaluation and recommendation for award. With the opening of the bids, the Cone of Silence is now imposed for these solicitations in accordance with Section 1-266(B) of the Broward County Ordinance No. 2001-15. However, please be aware that for all Letters of Interest that are read (and/or Requests for Proposals), the cone of silence will not be in effect until the first meeting of the Selection Committee (and/or Evaluation Committee). Questions related to these bids need to be directed to the Purchasing Agent assigned to the bid and will not be addressed during this meeting. If you did not hear or understand bid information as it is being read, raise your hand and it will be repeated.*”**

Read: ***“The first bid is for...(READ BID NUMBER, TITLE, QTY RESPONSES RECEIVED)
“The following bidders have submitted...” (READ BIDDERS NAMES AND TOTAL(s))
CONTINUE UNTIL ALL RESPONSES HAVE BEEN READ FOR THAT BID
“The next bid is for”... (REPEAT STEPS ABOVE)*”**

Read: ***“This concludes the reading of the bids. Next the Requests for Letters of Interest (and/or Request for Proposals) will be read:*”**

Read: ***“The first RLI is for...(READ RLI NUMBER, TITLE, RLI DUE DATE, QTY RESPONSES RECEIVED)
“The following vendors have responded...” (READ VENDORS NAMES)
CONTINUE UNTIL ALL VENDORS HAVE BEEN READ FOR THAT RLI
“The next RLI is for”... (REPEAT STEPS ABOVE)*”**

Read: ***“The first RFP is for...(READ RFP NUMBER, TITLE, RFP DUE DATE, QTY RESPONSES RECEIVED)
“The following vendors have responded...” (READ VENDOR NAMES)
CONTINUE UNTIL ALL VENDORS HAVE BEEN READ FOR THAT RFP
“The next RFP is for”... (REPEAT STEPS ABOVE)*”**

Read: ***“All bids and RLIs (and/or RFPs) have been read...we are concluding this reading for the (DATE: _____) bid opening at (ENDING TIME: _____).”*** wait 10 seconds before leaving.

Broward County Purchasing Division

Bid Number	Description
V0793608B1	Mini Hybrid Engine Thermal Management System (ARRA (Non-Sheltered Market) Bid Opening changed to March 10, 2010)
E0808506B1	Abstract or Title Search Services (Sheltered Market)
E0784801B2	Insecticides (Rebid) (Non-Sheltered Market)
J0804805B1	Airport/Convention Center Transportation (Sheltered Market)

PREVIOUS CONTRACT NO. _____

BID NO. _____

**PURCHASING DIVISION
BOARD OF COUNTY COMMISSIONERS
BROWARD COUNTY, FLORIDA**

Bid Submittal Summary Sheet for Public Reading

The purpose of this page is to facilitate the efficient and accurate reading of your bid submittal at the Bid Opening. Your cooperation is appreciated in completing the following information and ensuring that it is placed as the first page of your bid submittal. The information on this page does not take the place of the bid documents or the bid sheet. In the event that there is a discrepancy between the information on this page and the information in the bid sheet, the information on the bid sheet will prevail.

Bid Number: _____

Bid Title: _____

Name of Company: _____

Total Bid Price: _____

Or

Group 1 Total Price: _____

Group 2 Total Price: _____

Etc.

Total All Groups: _____