

Automatic Electronic Web-Based Plan Holders' List

Background: The Purchasing and Contracts staff struggled to find ways to capture Plan Holders information ever since the staff went to an on-line solution for posting solicitation packages. The old method of vendors requesting bid packages via the phone or in person and the Plan Holders list information being developed at the time of this request is obsolete especially when the posting of solicitation and drawing packages are available on the web without a need for any interaction with the procurement staff. Capturing the potential Plan Holder information of vendors that download the solicitation packages on-line was the challenge. Purchasing and Contracts staff along with Information Technology personnel were able to find a way to automate a Plan Holder list with vendor information that pertains to each individual procurement.

Tactics: The Purchasing and Contracts' website under the current procurement listing was modified with a pop up screen so that vendors could register their company information using an on-line web form prior to viewing each procurement solicitation package PDF on-line. The on-line web form stores company name, company representative name, phone number and email address into a SQL database. Once a single vendor has registered for a current procurement package, the Plan Holder list becomes available for others web viewers to access the link and view all companies that have registered. The Plan Holder list web page information is automatically retrieved from the database via the solicitation number. This web page makes the Plan Holder list always current as more vendors register with their company information.

Cost: The time to develop the Plan Holder List and registration form took approximately 8 hours @ \$40.00 per hour since sections of workable asp code were used from other live on-line web applications. Total estimated cost to implement was \$350.00.

Benefits: The greatest benefit has been the time saved in maintaining Plan Holders data. The old process required the manual development of these lists and then posting to the website. The new method is completely automatic whereby reducing the administrative burden of maintaining this list. While certainly tangible, it is difficult to quantify the savings associated with this initiative because the real advantage is the increase subcontractor competition that the prime contractor can benefit from. There have been situations where the potential subcontractor submitted unsolicited quotes to potential prime contractors from this Plan Holder List. This increase competition should make the prime contractor more competitive therefore the savings will be passed to the County with lower prices. The ultimate benefit is the increased efficiency gained in delivering procurement services to the citizens and taxpayers of Seminole County.

Conduct a Demo: Please view this process on the website:

www.seminolecountyfl.gov/purchasing

Click on Current Procurement, click on any bid (ex: CCXXXX-07/XXX), click on the solicitation and pop-up appears as follows:

Add Company To Plan Holder List	
The following information will be used to create a Plan Holders List for those vendors intending to submit a proposal/bid. This list will be available on the website and will allow potential prime and subcontractors to view who may have an interest in this procurement. Please provide the information in the following fields: Note: If you have already registered as a plan holder previously for this procurement, then just click continue with all the fields blank.	
Procurement:	<input type="text"/>
Company Name:	<input type="text"/>
Company Rep Name:	<input type="text"/>
Phone Number:	<input type="text"/> ###.###.####
Email Address:	<input type="text"/>

You can enter a company data and then click continue. The solicitation package then appears. You can go back and view the information that you entered by clicking on the Plan Holders list under that same procurement number.

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