Frequently Asked Questions (FAQs)

General

Where is the Procurement Services Department located, what number can I call, what email can I send to get more information?

The Procurement Services Department is located at the Broward College Cypress Creek Administrative Center, 6400 NW 6th Way, Fort Lauderdale, FL 33309. You can call the main number at (954) 201-7455. If you have any additional questions, you may contact any member of our staff for help. You may also contact us via email at: procurement@broward.edu.

How can I contact and/or introduce my products or services to the College?

Visit the following link http://www.broward.edu/community/vendor/Pages/CertifiedVendorDirectory.aspx to ascertain if the products and services your company offers, falls under one of the Main Service Categories and could be of interest to for the College. If you feel there is an opportunity for business, please visit the “Contact Us / Staff Directory” section of the Procurement Services website.

Supplier Registration

How do I become a Supplier with the College?

By registering through the “Supplier Registration” portal found on www.broward.edu and clicking on the link under “Doing Business with BC” at the bottom left of the website.

What are the steps of the Supplier Registration Process?

You must complete the Supplier Registration Form, then email all supporting required documents (W9, W8, certifications) to sdc@broward.edu. If your company is a certified supplier and registered with the College, you should also complete a Supplier Diversity Small Business Program Application which will be used to determine eligibility for the College’s Supplier Diversity Small Business Program (SDSB). If the required documents are not received within sixty (60) days, your supplier application will be removed from the system and you will have to reapply.

What are the Supplier Diversity Small Business (SDSB) Program Participation Approval Requirements?

1. **Eligibility Requirements.** Applicants for the College’s Supplier Diversity Small Business program must register to do business with Broward College and complete the SDSB’s Program Application which requires proof of Certification as a Small, Minority, Woman, Veteran or Disadvantaged Business Enterprise (SBE, MBE, WBE, VBE, DBE, CBE, CSBE). The College recognizes certifications from several sources including: The State of Florida, School Board of Broward
County, the Florida State Minority Supplier Development Council, Women Business Enterprise National Council, Broward County Government, Miami-Dade County Government and Palm Beach County Government.

2. **Geographic Requirements.** A business enterprise must have a real and substantial business presence (at least one year, and one or more employees) in the Tri-County Region (“Region”), which consists of Broward County, Palm Beach County and Miami-Dade County.

3. **Maximum Revenue Thresholds.**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Annual Gross Sales Average Over 3 Years</th>
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<tbody>
<tr>
<td>Construction</td>
<td>$10 million</td>
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<tr>
<td>Professional Services</td>
<td>$5 Million</td>
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<tr>
<td>Nonprofessional Services</td>
<td>$5 Million</td>
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<td>Goods &amp; Services</td>
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**Special Note:** It is recommended that a copy of the Supplier Diversity Small Business Program approval letter is included in all solicitations, whether as prime or subcontractor.

**Solicitations**

**How do I view Bids and Opportunities?**

For information regarding current Bids and Opportunities, you can register as a vendor by clicking on the “Vendor Registration” link on DemandStar at [www.demandstar.com](http://www.demandstar.com) or if already registered then login with your user credentials. Once logged in, click on the “View Bid Opportunities” and select to view the bids from Agency “Broward College”.

For information regarding future bids and opportunities, please visit the College website under “Doing Business with BC” at [http://www.broward.edu/community/vendor](http://www.broward.edu/community/vendor) and click “BC Forecast Opportunities” under the “Related Links” tab on the right side of the webpage.

**I am having trouble registering on DemandStar. Who should I contact?**

Please contact DemandStar directly at demandstar@demandstar.com or call (206) 940-0305.

**What is the purchase dollar threshold for formal competitive solicitations?**

The current threshold, as directed by the Florida Department of Education rule 6A-14.0734, for formal competitive solicitations is $65,000 and above.
Are all orders competitively awarded?

No, not all orders. Formal competitive solicitations are required for purchases exceeding $65,000. Furthermore, the Florida Department of Education rule 6A-14.0734 provides certain exceptions to the requirement to solicit competitive offers for goods and services.

How does the College advertise for goods or services?

For procurement of goods and services exceeding $65,000 the College releases a formal competitive solicitation that is advertised on the College’s Procurement Services website and on DemandStar (www.demandstar.com).

What are the different methods of formal competition used by the College?

The College uses the following:

- Invitation to Bid (ITB)
- Request for Proposals (RFP)
- Request for Qualifications (RFQ)
- Invitation to Negotiate (ITN)
- Request of Letter of Interest (RLI)

How do I prepare a bid?

The bid document outlines the procedures for preparing a bid. Read the solicitation documents thoroughly and comply with ALL of the instructions and conditions. The terms, conditions, and performance requirements are also identified in the bid document. The requirements may be different each time. To be valid, all hard-copy bids must be signed by an official authorized to act on behalf of your company. All required documentation, drawings, and other requirements requested in the bid document must be included with your bid. Improperly completed bids/proposals may be considered non-responsive.

I have a question regarding the solicitation specifications, can I get an answer directly from the buyer?

Concerns about the solicitation should only be directed in writing to the Procurement Contracting Officer, whose name and e-mail address appears in the solicitation document. Correspondence should include the solicitation number and title. When corresponding with the College, identify on the subject line of the email “Questions” and the solicitation number you are asking about prior to the bid/proposal opening date. No interpretation will be considered binding, unless provided to you in writing in the form of an Addendum or Information Letter by the College.
The solicitation document has a recommendation to attend a proposer's conference meeting and site visit. Do I really need to attend?

Not all proposer's conference meetings (or pre-bid/pre-proposal meetings) are mandatory. However, if a proposer's conference meeting is “mandatory”, a representative from your company MUST attend. Failure to do so will result in rejection of your bid or proposal. Most proposer's conference meetings and site visits are not mandatory; however, in order to offer a responsible bid/proposal, it would greatly benefit you or your company by attending these meetings. Take every opportunity to get to know the project, visiting the site (if applicable) to assist you in your understanding of the project. Unfamiliarity of existing conditions is not an acceptable excuse for bid/proposal/response submission errors, or non-performance, if you are awarded the contract.

What if my bid/proposal is late?

It is the responsibility of the bidder/proposer/respondent to ensure that a bid/proposal/response is physically delivered to the correct location, on or before the time and date specified in the solicitation document. Late bids/proposals will not be opened and will not be considered, regardless of the degree of lateness or the reason related to the lateness, including causes beyond the control of the bidder/proposer/respondent.

Once I submit a bid or proposal, can I withdraw it?

A vendor may withdraw its bid or proposal prior to the designated date and hour of opening, with no forfeiture of the bid bond if applicable, provided a written request is submitted to the College, via the Procurement Contracting Officer, whose name and e-mail address appears in the solicitation document.

How are bids and proposals evaluated?

The designated College Solicitation Selection Committee (with the assigned Procurement Contracting Officer, who is a non-voting member) evaluate the bids and proposals on the bases of specified criteria. The evaluation criteria are stated clearly in the solicitation document.

When will I know if my bid/proposal is successful?

The award recommendation will be posted on the College's Procurement Services bulletin board, located in the lobby of the Cypress Creek Administrative Center, 6400 NW 6th Way, Fort Lauderdale, FL 33309 and online at www.demandstar.com. When the successful vendor has been selected and awarded a contract by the College Board of Trustees, that company is notified in writing through an Award Letter issued by the Procurement Services Department.
I was awarded a Bid, what is the next step?

After receiving the award notification letter from the Procurement Services Department, please contact the College Contract Administrator identified in the solicitation document. A purchase order MUST be acquired BEFORE rendering any services, or providing any goods, and a Certificate of Insurance (COI), listing the College as an additional insured, if applicable, must also be provided.

Invoices

Where should I send invoices to receive payment?

Please send all invoices to Broward College Accounts Payable Department, 6400 NW 6th Way, 3rd Floor, Fort Lauderdale, FL 33309. Invoices MUST reference the corresponding and current PO on the invoice.

How do I check the status of an invoice?

Please contact Broward College Accounts Payable Department at accounts payable@broward.edu or call 954-201-7587.

Can I fax a copy of an invoice?

The Accounts Payable Department does not accept fax copies. Invoices are to be mailed directly to Broward College Accounts Payable Department at 6400 NW 6th Way, 3rd Floor, Fort Lauderdale, FL 33309, or emailed to accounts payable@broward.edu.

Is the College tax exempt?

Yes, the College is a Florida College Systems Institution and as such is tax exempt. Broward College is operated by the Broward College District Board of Trustees under Chapter 1004 of the Florida Statutes, and the rules of Florida’s State Department of Education, the Division of Florida Colleges, and the Board of Directors of the Florida College System.