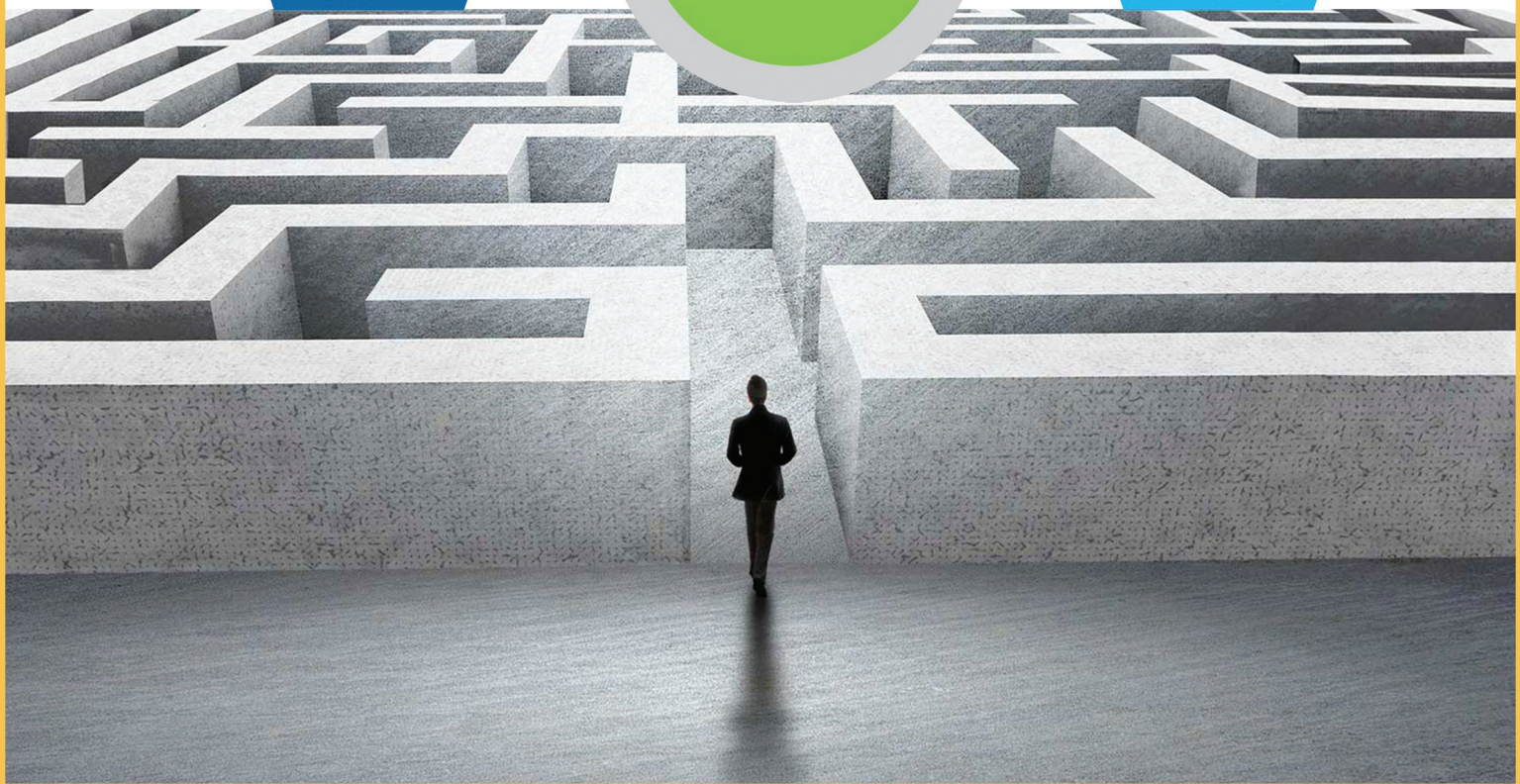


# VENDOR COMMUNICATION PLAN

MARCH 2022



COMMITMENT  
ROLES & RESPONSIBILITIES  
PRE-AWARD VENDOR  
ENGAGEMENT

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POST-AWARD  
ON-GOING  
ENTERPRISE VENDOR  
ENGAGEMENT

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Procurement Services Division

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**OVERVIEW**

“Strategic partner that provides value-driven support services”

# Vendor Communication PLAN



**Sandra Herrera**  
Director

Procurement Services Division

**T**he Collier County Procurement Services Division oversees the sourcing process to support the successful accomplishment of the Agency’s current and future procurement. It provides procedures, oversight, and optimization of procurement resources, and it supports the County Manager’s sourcing strategies to enable more efficient operations for the Agency.

Ordinance but also Federal Law and Florida Statutes. Procurement is also committed to the transparent sourcing process and is poised to engage vendors in an increasingly innovative manner during the pre-award, award, and post-award contracting phases.

**ROLES & RESPONSIBILITIES**

The County’s Procurement Director and a team of twenty-three are responsible for promoting consistent and timely vendor engagement. The Procurement Services Division serves as a decentralized office and divisions within the County have assigned Contract Administrative Agents and Project Managers that serve as liaisons.

**PURPOSE OF THIS PUBLICATION**

To outline the Procurement Services Division’s intent, and framework to communicate with the vendor/supplier community.

**Procurement Mission Statement**

“To maximize the value, we deliver the County by providing best-class procurement services and a commitment to strategic planning and competitive purchasing with consistent procurement support services that assist customers in obtaining their goals in serving the community.”

**Procurement’s Vision Statement**

“The Procurement Services Division is a trusted strategic partner that provides value-driven support services. Our vision is to deliver best-class procurement serving the best interest of the County.”

**COMMITMENT**

This Vendor Communication Plan represents Procurement’s commitment to continued and increased dialogue and exchange of information with the vendor/supplier community.

Procurement is fully aware that early engagement with vendors can add significant value and create efficiencies in the sourcing process. Procurement is not only committed to the law set by the Board of County Commissioners through the Procurement

Collaboration among the Procurement Representatives and County Staff plays an integral role in effective and continual vendor communication throughout the sourcing life cycle.

**Organizational Charts**

- [Collier County Organizational Chart](#)
- [Procurement Services Division](#)

**PRE-AWARD VENDOR ENGAGEMENT**

Procurement hosts various vendor engagement events throughout the year to obtain feedback from the industry on requirements; discuss the technical feasibility of a particular requirement; discuss County’s preliminary evaluation of a particular system; address specific requirements that significantly impact the viability or are major cost drivers; obtain feedback to determine if requirements in County’s solicitations.

Identify any unnecessary, overly burdensome, and/or overly prescriptive requirements. These events include industry days, small business outreach sessions, pre-solicitation conferences, and others as detailed in the next next section.

### The Sourcing Forecast

A quarterly sourcing forecast of expected contract opportunities for each fiscal year to alert the public of upcoming County procurements.

The anticipated sourcing, included in the forecasts, are listed they may be viewed by members of the public, industry, and government officials. The sourcing forecast is available at:

<http://www.colliercountyfl.gov>

### The Vendor Database

The vendor database is open to all vendors, both large and small, who wish to do business with the County. Collier County Procurement Services Division issues solicitations through an electronic bidding system called Periscope S2G (Bid Sync).

We encourage all prospective bidders to register for free with Periscope S2G. Once registered users will receive solicitation notifications and place participate in Bid Sync.

### Online Resources

Procurement Services also offers online resources for businesses to learn more about procurement at:

<https://www.colliercountyfl.gov/government/county-manager-operations/divisions/procurement-services/vendor-registration>

The resources include a copy of the Procurement Ordinance and a Contractor's Guide on Doing Business with the County.

### Roundtable Sessions

Procurement invites the industry to meetings to dialogue about the contracting requirements, procedures, and practices. During the meetings, County Staff and industry representatives confer and exchange ideas on contracting practices, how to maximize purchasing power, topics around ongoing challenges, how to improve the County's contracting relationships, and much more.

### Request for Information

The Procurement Services Division is responsible for the issuance of all formal solicitations over the competitive threshold of \$50,000. The Procurement Services Divisions engages in issuing a Request for Information from the vendor community.

This is a non-binding method whereby the County issues, through its bidding platform, a need for input from interested parties for an upcoming solicitation.

### Pre-Proposals and Pre-Bid Meetings

A pre-proposal conference or pre-bid is conducted after a solicitation has been issued, but before proposals are received for purposes of providing prospective offers the opportunity of answering questions, clarifying any ambiguities, and responding to general issues.

These meetings benefit both the County and prospective offerors in sourcing where it is necessary to explain or clarify specifications and requirements.



“Procurement is fully aware that early engagement with vendors can add significant value and create efficiencies in the sourcing process.”

.....  
**“The County continues to promote industry engagement after award in an effort to remove barriers, enhance innovation, and maximize the business relationship between industry and the County.”**

## **POST-AWARD, ON-GOING ENTERPRISE VENDOR ENGAGEMENT**

The County continues to promote industry engagement after award in an effort to remove barriers, enhance innovation, and maximize the business relationship between industry and the County. The County’s post-award vendor engagements are detailed below.

### **Annual Outreach Events**

The Procurement Division hosts annual sessions on “Learn How to Do Business in Collier County.” The sessions promote awareness on how to register as a vendor and the overall procurement process. A segment is also featured on how to invoice and how payments are processed.

### **Regional Outreach Events**

The Procurement Divisions participates annually with a regional Vendor Reverse Tradeshow. In this event, vendors get the opportunity to interact with the Agency personnel and learn about governmental opportunities and practices.

### **Small and Disadvantaged Minority and Women Business Enterprise**

The County stands committed to providing equal opportunities to small businesses and disadvantaged business enterprises (DBE), minority business enterprises (MBEs), and women business enterprises (WBE) as well as to all vendors, consultants, contractors, and subcontractors who seek to do business with the County.

The County encourages its vendors, consultants, contractors, and subcontractors to provide qualified small businesses and DBEs with an equal opportunity to participate in the formal competitive processes for the

procurement of commodities and services by the County.

### **Strategic Vendor Trade Fair**

We are pleased to announce under development is a “Strategic Vendor Trade Fair.”

The trade fair will give County Staff the ability to meet and greet with representatives under a contract providing goods and services. The Vendors will be exhibiting, and Procurement staff will be on hand to answer any questions related to the Procurement Process.

## **PUBLICATION OF ENGAGEMENT EVENTS**

Vendor engagement events are posted on the following website:

<http://www.colliercountyfl.gov>

## **CONTACT INFORMATION**

For all general and contract specific questions please contact us at 239-252-8407.

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**Collier  
County  
Mission**

**“To deliver high-quality, best-value, public services, programs, and facilities to meet the needs of our residents, visitors, and businesses today and tomorrow.”**