

Memorandum



Date: May 10, 2022

To: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

From: Daniella Levine Cava *Daniella Levine Cava*
Mayor

Subject: Implementation of Online Bidding System

On April 1, 2021, the County implemented INFORMS (Integrated Financial Resources Management System), a new Enterprise Resource Planning system, which replaced the legacy financial and procurement systems to streamline and modernize the County's business processes and technologies. The INFORMS project team along with the Strategic Procurement Division of the Internal Services Department (ISD) are in the final stages of preparing to roll-out the Strategic Sourcing module – the County's new Online Bidding platform, which will go live on June 1, 2022. This module is included in INFORMS and will replace the current BidSync system.

The Strategic Sourcing module will allow our vendors to submit bids and proposals via INFORMS and enable our procurement staff to create, advertise, and evaluate responses electronically in a secure and timely manner. This is an opportunity for the County to further streamline the procurement and payment processes. The integration of the online bidding platform along with the other procurement and financial modules will allow the County to establish a seamless Procure-to-Pay Enterprise platform and is expected to substantially reduce processing timeframes from bid design to award and final payment as all transactions from the requisition to payment will be completed in one system.

Currently, the BidSync system is mainly used by the Strategic Procurement Division of ISD. INFORMS will allow the County to configure the Strategic Sourcing module for use by all departments. Gradually, access to the Strategic Sourcing module will be granted to all departments to solicit construction bids, spot-market quotations under prequalification pools, and all other solicitations managed by them. One of the key advantages to the vendors is the ability to view all solicitations in one single platform. Strategic Procurement will provide the ongoing helpdesk support for this module to the vendor community and County staff.

A vendor outreach campaign is being conducted to ensure all vendors are aware of this new module before it is implemented. Four virtual informational sessions via Zoom have been arranged to share the details of this implementation with our vendor community. Additionally, the INFORMS project team will be scheduling training for departments in the coming weeks.

If you have any questions or concerns, please contact Alex Muñoz, Director of the Internal Services Department, at 305-375-1113.

c: Geri Bonzon-Keenan, County Attorney
Gerald K. Sanchez, First Assistant County Attorney
Jess M. McCarty, Executive Assistant County Attorney
Office of the Mayor Senior Staff
Department Directors
Namita Uppal, Chief Procurement Officer, Internal Services Department
Jennifer Moon, Chief, Office of Policy and Budgetary Affairs
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