



---

## South Florida Water Management District

---

### **GOVERNING BOARD LUNCH & LEARN PROCUREMENT - ACQUISITION OF GOODS AND SERVICES MINUTES**

July 29, 2020

11:30 AM

via Communications Media Technology

[www.SFWMD.gov](http://www.SFWMD.gov)

*This moderated Lunch & Learn will provide the public and Governing Board with an overview of the District's procurement policies and procedures that support District programs, projects, and operations. Governing Board members and the public may participate remotely.*

*The workshop session is informative in nature, and no decisions will be made by the Governing Board.*

1. Overview of Lunch & Learn Format  
Chairman Goss began the workshop at 11:30 AM.
2. Procurement - Acquisition of Goods and Services - Johanna Labrada,  
Procurement Bureau Chief

Ms. Heater welcomed the Board to the Lunch & Learn workshop and introduced Procurement Bureau Chief Johanna Labrada.

Ms. Labrada introduced Sr. Attorney Frank Mendez to the Board.

Ms. Labrada provided a presentation on the procurement process and acquisition of goods and services. Items presented included an overview on procurement values and guiding principles and mission statement; procurement

policy; standards for competition and Governing Board approvals; procurement methods, standards for competition, simplified procurement methods and formal solicitations; evaluations and awards process; contract negotiations; protests; and, the procurement website.

### 3. Board Discussion

Responding to Mr. Steinle's questions from slide 22, Ms. Labrada elaborated on procurement vendor scoring categories and volume of previous District work. Mr. Bartlett questioned the origin of procurement category scoring to which Mr. Mendez stated the location consideration and volume of previous District work categories were a requirement of the Consultants' Competitive Negotiation Act (CCNA) pursuant to Chapter 287.055, Florida Statutes. At the request of Mr. Steinle, staff to research and provide options to the Board to avoid unfavorable scoring to proven vendors who provided a service with a favorable evaluation. Mr. Steinle then asked about processes for Request for Proposal (RFP), Request for Bid (RFB), Request for Information (RFI), and bid protests to which Ms. Labrada explained the process for solicitations of bids or proposals, and Mr. Mendez explained the bid protest process.

Mr. Wagner commented on the importance of evaluating contractors on a merit-based evaluation process; fair merit-based blind contract submissions; scoring based on professional skill level required for project services; and, termination of contracts in breach. Mr. Mendez explained the District had the discretion to award contracts based on the type of work and was not aware of any contractor who was terminated due to the scoring criteria.

Mr. Bergeron commented on the bidding process and substantial costs incurred by contractors to bid on projects, and suggested staff revisit District policy to require experience for the type and scope of work needed. Also, a good work history with the District should serve as an advantage rather than a disadvantage in scoring during the evaluation process. Mr. Bergeron then questioned if performance bonds were required on all levels of contracts to which Mr. Mendez stated contracts in excess of \$200,000 required a performance bond per Chapter 255, Florida Statutes.

In response to Butler's question regarding advertising, Ms. Labrada stated the District advertised in professional publication magazines and websites that promoted a particular service or professional service, and in local newspapers of general circulation where projects are located. Additionally, Ms. Labrada stated procurement was in the process of utilizing GovDelivery which would provide notifications like the announcements used for Governing Board meetings. With this new process, procurement would initiate sending notifications to encourage contractors, vendors, and the general public to sign up for announcements

which would identify the projects ready for solicitation and help to engage the public in the procurement process.

In response to Board member comments regarding incorporating contractor previous work history into RFPs, Mr. Bartlett provided a point of clarification that most contracts awarded, particularly high dollar construction service type contracts, were handled as a RFB and were based on experience, merit, and price so volume of previous work was not a consideration. To this, Mr. Bartlett stated staff would explore the requirements which would require these considerations under the CCNA, and report findings back to the Board.

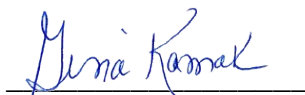
In response to Chairman Goss' question regarding if the exotic plant removal project was considered a CCNA project, Mr. Mendez stated it did not fall under the criteria outlined in Chapter 287.055, Florida Statutes. Mr. Mendez then shared the services outlined in Chapter 287.055, Florida Statutes with the Board. Additionally, Chairman Goss and staff further discussed requirements for advertising; monetary thresholds; buying commodities and thresholds; and, location considerations with scoring. Mr. Bartlett stated staff would research location scoring for non CCNA contracts which entertain bids outside the geographic area that offer cost savings. At the request of Chairman Goss, staff to provide an update to Board if direction was required to address threshold changes.

4. Public Comment

There were no public comments.

5. Adjourn

The workshop concluded at approximately 1:05 PM.



Gina Kamak  
Deputy District Clerk  
South Florida Water Management District