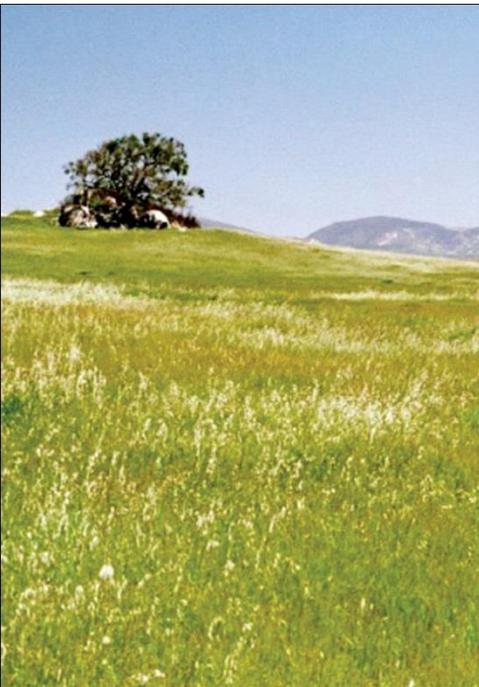




Doing Business With The County of San Diego



Department of Purchasing & Contracting



A Few Facts about the County

- ▶ Second largest County in California by population & fifth largest U.S. – over 3.2 million
- ▶ 4,261 square miles
- ▶ Adopted 2015-16 Budget \$5.3 billion
- ▶ Operates under the County Charter
 - ▶ Five Elected Supervisors – geographical districts
 - ▶ Four Countywide Elected Officials
 - ▶ Assessor/Recorder/County Clerk;
 - ▶ Sheriff;
 - ▶ District Attorney;
 - ▶ Treasurer/Tax Collector



County Organizational Overview

- ▶ Chief Administrative Office implements policy directives of the Board of Supervisors and manages operations
- ▶ County Departments provide and manage services
- ▶ County of San Diego is one of the most award-winning and innovative government agencies in the United States



County Organizational Overview

- ▶ County workforce of 17,000+
- ▶ 48 Departments, including:
 - ▶ Sheriff
 - ▶ Parks and Recreation
 - ▶ Public Works
 - ▶ General Services
 - ▶ Public Health
 - ▶ Animal Services
 - ▶ Registrar of Voters
 - ▶ Housing and Community Development



How We Conduct Business

- ▶ Operate under the County Charter by implementing ...
 - ▶ General Management System (GMS)
 - ▶ Strategic Plan
 - ▶ Operational Plan (budget)



<http://www.sandiegocounty.gov/content/sdc/cao/video.html>

- ▶ Department of Purchasing and Contracting (DPC) is centralized to provide procurement support to departments
- ▶ Departments are responsible for developing requirements & managing contract performance
- ▶ DPC sources and enters into contracts - typically via the County Internet website “BuyNet”

<http://buynet.sdcounty.ca.gov/>



County Procurement

- ▶ Annual procurement Spend:
 - ▶ \$1.0 billion
- ▶ Contract Portfolio
 - ▶ 4,000+ active Contracts
 - ▶ Over \$6 Billion in value
- ▶ Procurement Card Program
 - ▶ 90,000+ P-Card Transactions
 - ▶ Value: Over \$32 Million
 - ▶ Over 600 cardholders

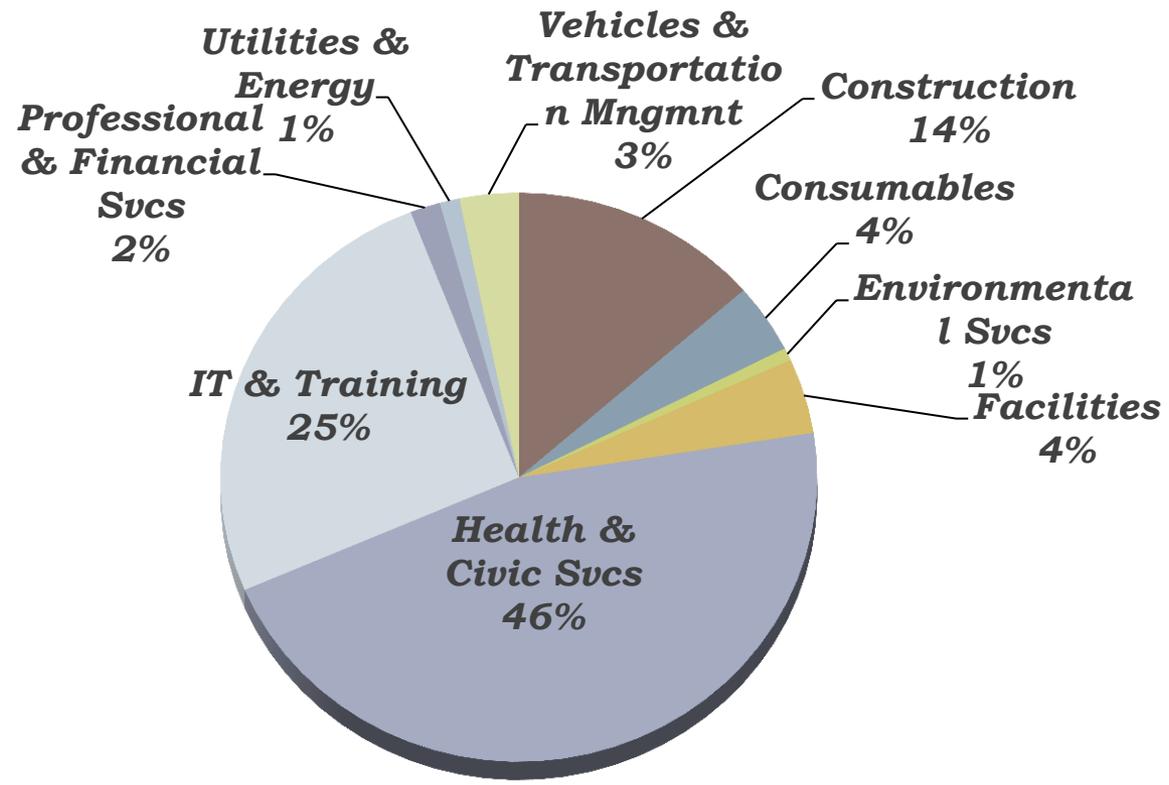


FY15/16 Procurement Metrics

FY 15/16 Procurement Spend - \$1.0B

**Newly Awarded
 Contracts/POs
 1,611 - \$859.2M**

**Contract Portfolio
 4,404 - \$6B**



Philosophy and Process

Philosophy (BOS A-87) **Accountability - Competition - Best Value**

- ❖ Promote economical and efficient procurement of goods and services
- ❖ Procurements shall be conducted through competition to the maximum possible extent
- ❖ Where the best interest of the County, categorical exemptions and a process for requesting exceptions

Procurement Methods



Primary Procurement Methods

- ▶ RFQ (Request for Quotes) Informal purchasing method < \$250K
- ▶ RFB (Request for Bids) Formal purchasing method > \$250K
 - ▶ Stated specifications
 - ▶ Formal submission & public opening
 - ▶ Pre-award survey
 - ▶ Award to lowest responsive and responsible bidder
- ▶ RFP (Request for Proposals)
 - ▶ Formal submission based on RFP submittal requirements
 - ▶ Awarded per “best value” – Price and Other Factors
 - ▶ Demonstration of Understanding of Requirements
 - ▶ Technical solution
 - ▶ Experience, management & staffing
 - ▶ Past performance



Primary Procurement Methods

- ▶ **RFSQ (Request for Statement of Qualifications)**
 - ▶ Used to evaluate qualifications and ability to perform
 - ▶ Can be used as prequalification before RFB, RFP, reverse auction, RFQ, or other informal method.
 - ▶ Can be used to award A&E professional services
- ▶ **RFI (Request for Information)**
 - ▶ Used to survey the marketplace
 - ▶ Not awarded
- ▶ **P-Card (VISA credit card) purchases by departments**
 - ▶ Up to \$2,500
 - ▶ Required to obtain best pricing
- ▶ **Cooperative agreements & purchasing off another agency's contracts (piggybacks)**



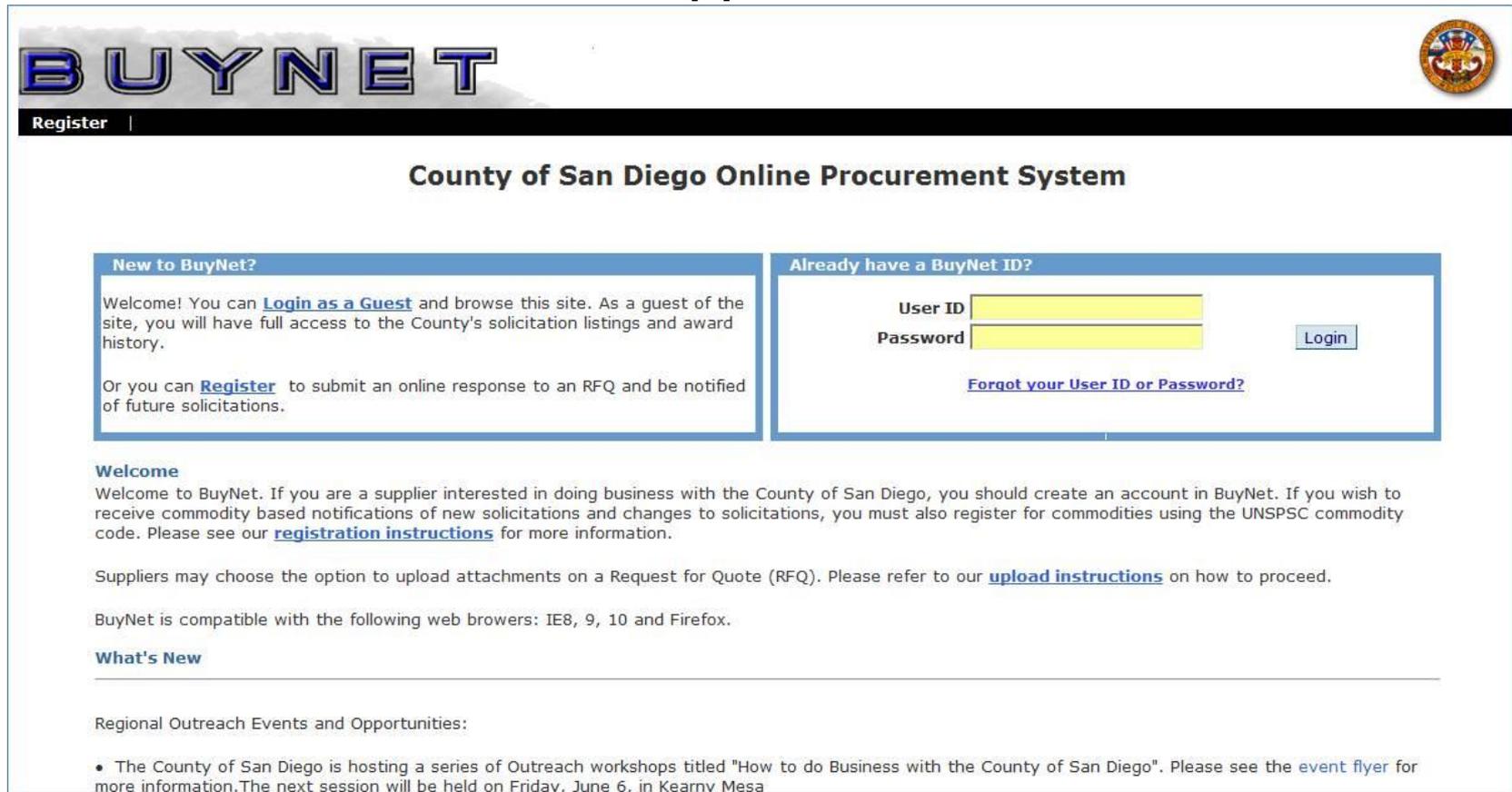
Procurement Programs

- ▶ **Local bidder preference**
 - ▶ 1% Preference for RFB
 - ▶ County physical address required
- ▶ **Disabled Veteran Business Enterprise (DVBE)**
 - ▶ State of California DVBE certification required
 - ▶ Direct award up to \$50,000 to local DVBE
 - ▶ 3% DVBE subcontractor participation goal for construction and large service contracts
- ▶ **Small Business**
 - ▶ Prompt payment and progress payments available
- ▶ **No preference or “set aside” programs based on race, color, ethnicity, or national origin per CA constitution**
 - ▶ Procurements using Federal funds may contain such preferences



What is BuyNet ?

- ▶ Interactive web site for suppliers to do business with CoSD



BUYNET

Register | 

County of San Diego Online Procurement System

New to BuyNet?

Welcome! You can [Login as a Guest](#) and browse this site. As a guest of the site, you will have full access to the County's solicitation listings and award history.

Or you can [Register](#) to submit an online response to an RFQ and be notified of future solicitations.

Already have a BuyNet ID?

User ID

Password

[Forgot your User ID or Password?](#)

Welcome

Welcome to BuyNet. If you are a supplier interested in doing business with the County of San Diego, you should create an account in BuyNet. If you wish to receive commodity based notifications of new solicitations and changes to solicitations, you must also register for commodities using the UNSPSC commodity code. Please see our [registration instructions](#) for more information.

Suppliers may choose the option to upload attachments on a Request for Quote (RFQ). Please refer to our [upload instructions](#) on how to proceed.

BuyNet is compatible with the following web browsers: IE8, 9, 10 and Firefox.

What's New

Regional Outreach Events and Opportunities:

- The County of San Diego is hosting a series of Outreach workshops titled "How to do Business with the County of San Diego". Please see the [event flyer](#) for more information. The next session will be held on Friday, June 6, in Kearny Mesa

<http://bunet.sdcounty.ca.gov/>



How Does BuyNet Work?

- ▶ Allows viewing of current solicitations
- ▶ Allows viewing of past/closed solicitations from 2004 on
- ▶ Suppliers register to receive automatic email notification of new solicitations matching vendor's business profile (based on commodity codes selected by vendor)
- ▶ Bid Abstracts are posted

Suppliers may:

- ▶ Respond to Request for Quotations (RFQs)
- ▶ Download and Print Proposals (RFPs & Bids (RFBs)
- ▶ Review: Intent to Award Notices; Award Notices; Bid Abstracts; Closing Calendar



BuyNet Commodity Codes

- ▶ Register on BuyNet with UNSPSC Commodity Codes at appropriate level(s):



- “Segment” level:
too broad; too many matches & notifications
- “Family” level:
generally best
- “Class” and “Commodity” level:
too specific, too few matches & notifications



Some Closing Thoughts and Helpful Tips



- ▶ Visit County website to learn about departments and services, what their needs and requirements might be
- ▶ Register on BuyNet for interested commodity codes
- ▶ Fully read and understand RFQ; RFB; RFP; RFSQ documents
- ▶ Clearly respond to requirements; Provide all requested information; and offer “best” pricing
- ▶ Ask questions, and ask them early in the process
- ▶ Don’t forget about subcontracting
- ▶ Accept credit cards



Contact



- ▶ When you need to contact DPC to assist you in doing business with County of San Diego:
 - ▶ 858-505-6367
 - ▶ cosd_procurement@sdcounty.ca.gov
 - ▶ <http://www.sandiegocounty.gov/purchasing/index.htm>

Thank You

