



Thursday, May 24, 2018

Greater Delray Beach Chamber of Commerce

\$9B

\$1 : \$3

75¢





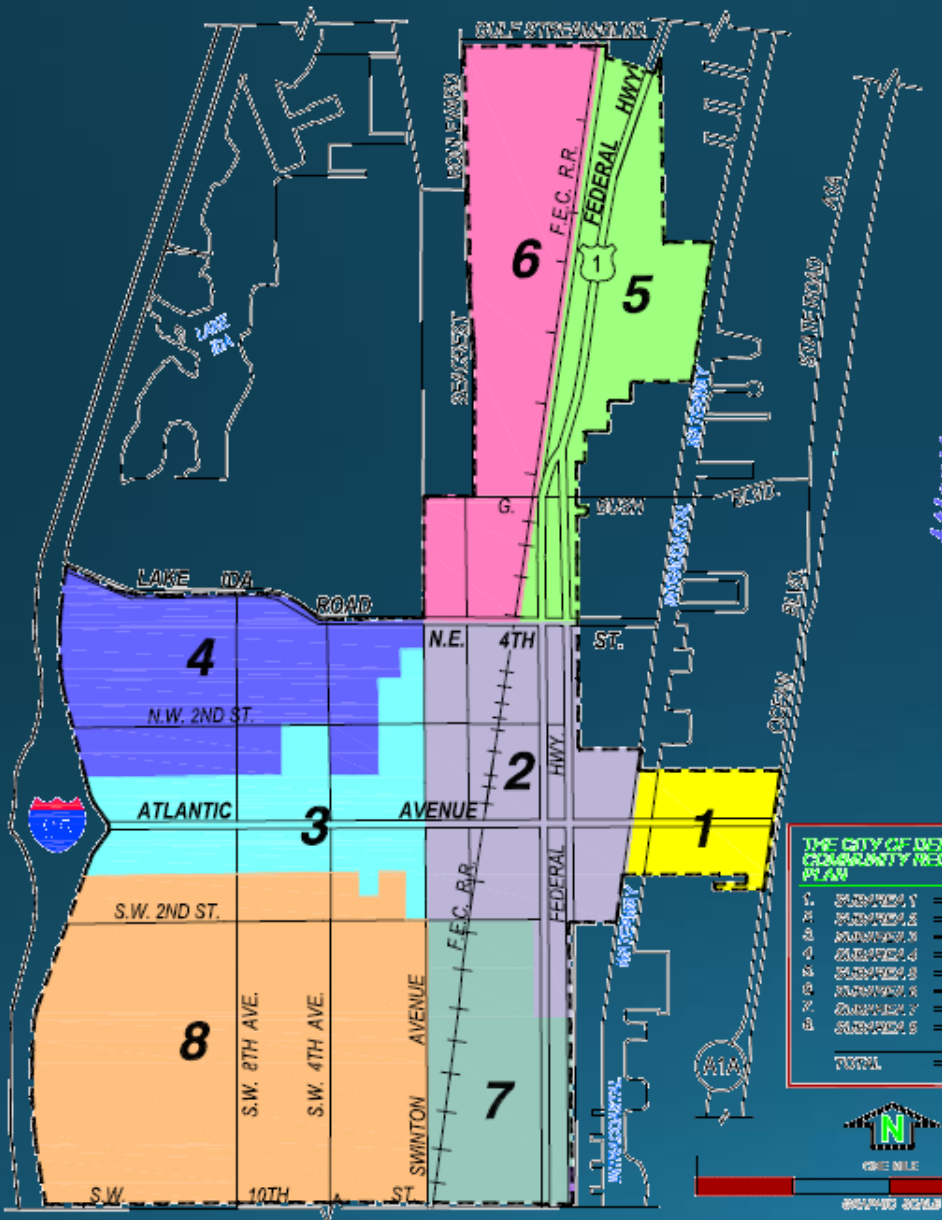
May 2018



THE WE ♥ SMALL BIZ TEAM



CRA DISTRICT FUNDING ASSISTANCE



- Approx. 2,000 acres
- Businesses must be located within CRA District to qualify for assistance
 - In Sub-Areas #1 and #2: grants limited to office users + art galleries/ art studios
- Non-conforming uses are automatically ineligible for assistance



Program Feature	Paint-Up & Signage	Site Development Assistance	Historic Façade Easement	Rent Subsidy
Costs Covered	Exterior Improvements	Interior + Exterior Improvements	Exterior Façade Improvements; Bldg. Relocation	Partial Monthly Rent Fee
Approval Timing	Before Construction	Before Construction	Before Construction	Within 6 Months of Business Opening
Required Jobs	0	0	0	2 FTE min.
Lease/Own	Any	Any	Own	Min. 2-Year Lease Term
Award Calculation	50% of eligible costs	40% of eligible costs; 100% for first \$10K in target areas	Dollar-for-Dollar Reimbursement	⅓ Monthly Rent; OR \$500/Month
Funding Max.	\$5,000	\$50,000	\$75,000	\$6,000 total
Payment Schedule	Direct payment to vendor	Reimbursement; submit up to 3 draw requests	Lump Sum Reimbursement	Monthly, up to 12 months; landlord paid directly

Delray Beach Office of Economic Development

Joan K. Goodrich and Elizabeth Burrows

(561) 243-7054 or (561) 243-7009

goodrich@mydelraybeach.com

burrows@mydelraybeach.com

www.DelrayCRA.org

www.mydelraybeach.com

www.WeHeartSmallBiz.org





Next Generation City Leadership

City of Delray Beach

Human Resources Department
“Let Our SPIRIT Define Your Career!”



Service, Performance, Integrity, Responsibility, Innovation, Teamwork





Vision

Serve as a strategic partner supporting the City of Delray Beach as an employer of choice by attracting, retaining, and inspiring great people, with great passion, to work for a great purpose.

Mission

Promote workplace solutions and services through our core values of Service, Performance, Integrity, Responsibility, Innovation and Teamwork.

Goal

Foster a healthy, safe, well-equipped and productive work environment for employees, their families, departments, and the public.


Result

Maximize individual potential, increase organizational capacity and ensure that the City continues to be recognized as an employer of choice.





Accomplishments 2017-2018

- Created our Employment Brand – “Let Our SPIRIT Define Your Career”
 - Filled 133 positions including multiple Executive level positions
 - Developed a “Grow Our Own” Approach
 - Facilitated 2 Delray Shadow Events – 43 College/Graduate Students
 - Hosting 30 Summer Interns
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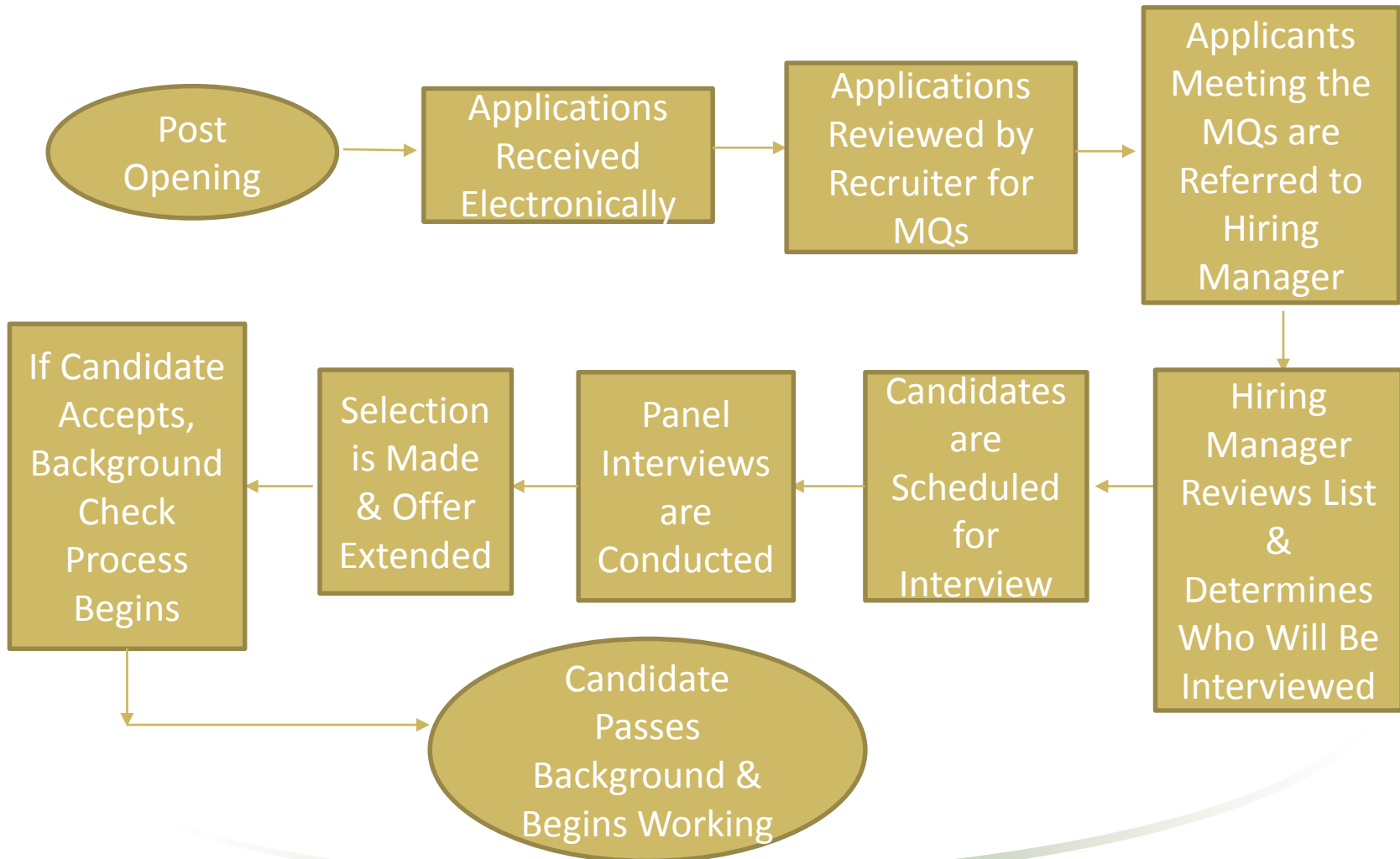


HR Trends and Challenges

- Baby Boomers Leaving the Workforce
 - Lack of Skilled Workers in the Workforce
 - Treatment Plant Operators
 - Diesel Mechanics
 - Trades
 - Plan Reviewers
 - Inspectors
 - IT Technicians
 - Launching New Approaches to Talent Sourcing
 - “Grow Our Own”
 - Active Recruiting/Sourcing
 - Career Fairs/City Events
 - Lunch and Learn Sessions
 - Succession Planning
 - Promoting City Benefits
 - Employee Engagement – Retention
 - Enhancing & Expanding Strategic Partnerships
- 

Recruitment Process & Philosophy

Recruitment Process





How to Apply for a Position

- Go to www.mydelraybeach.com
- Under tab “I Want To” click Apply For
- Click “Employment” tab
- List of Employment Opportunities
 - Nothing Available – Submit Job Interest Card
- Click on position of interest
- Click “Apply” in the upper right hand corner
- Create an Account – NeoGov and Sign In
- Complete Application – Submit on or before the closing date

What the City Needs . . .

Navigating the Local Purchasing Process



Objectives

- Purpose
 - To provide a basic understanding of how the City does business
- Objectives
 - To understand the different types of procurement methods.
 - To understand the purchasing processes.
- Who Should Attend
 - Firms who are interested in doing business with the City and are relatively new to the process or have not participated in a solicitation at the City in the past couple of years.



Office Hours

Office Hours:

8:00 a.m. to 4:30 p.m., Monday – Friday
(Excluding Holidays)

Location:

100 NW 1st Ave., 2nd Floor, Delray Beach, FL 33444

Contact: Jennifer Alvarez

Purchasing: (561) 243-7129

Email: Purchasing@mydelraybeach.com

Website: www.mydelraybeach.com



Purchasing Mission & Vision

- **Mission**

- Provide fair, equitable, and timely acquisitions of goods and services for the City of Delray Beach.
- Bring the greatest value to the City and its residents in an efficient and cost-effective manner by incorporating technology, competition, and best practices.

- **Vision**

- To contribute ethically, quantitatively, and qualitatively to the strategic goals of the City by employing technology and best practices to achieve efficiency, transparency, cost savings, and fairness in the City's procurement efforts.

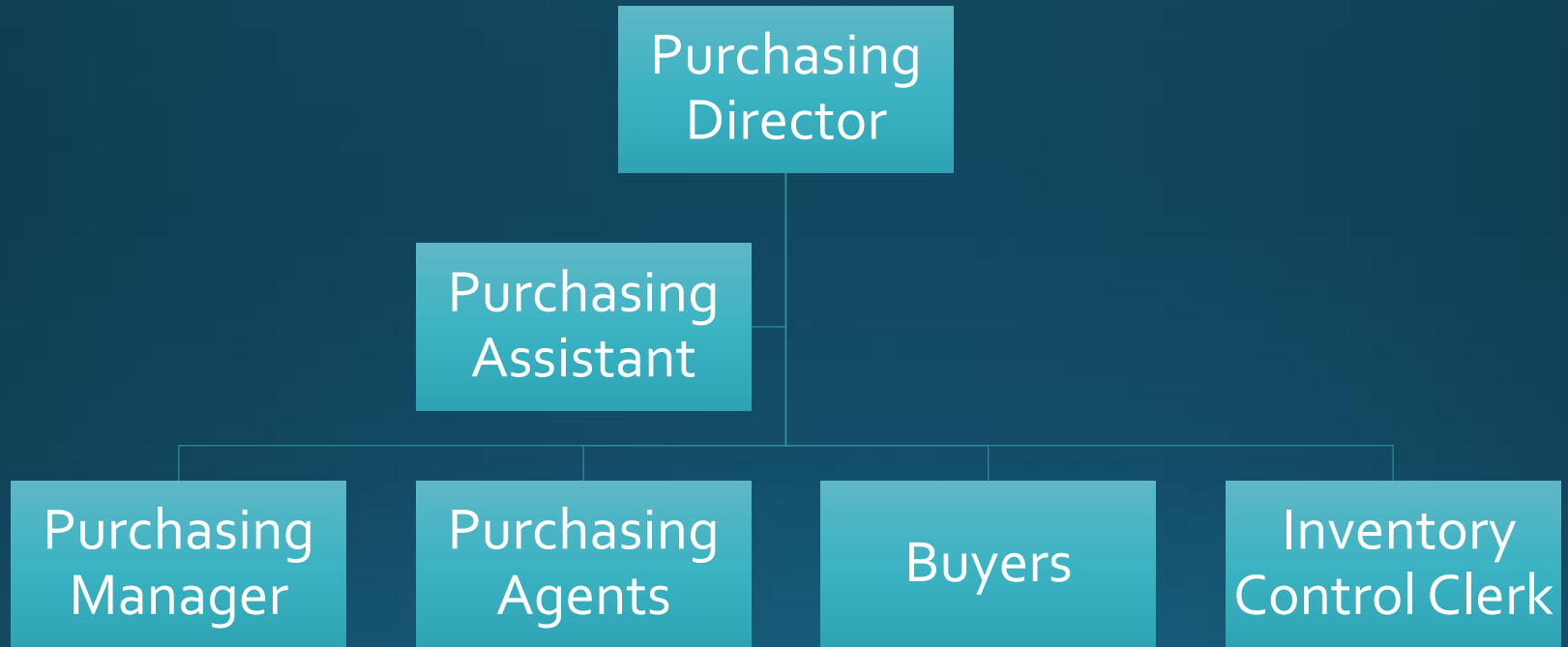


Core Services

- Centralized Procurement
- Highest Quality for \$ Spent for Goods & Services
- Identify New Sources and Resources
- Inventory Management
- Quality Performance Requirements for Contracts
- Best “value” for each \$ Spent



Purchasing Organization



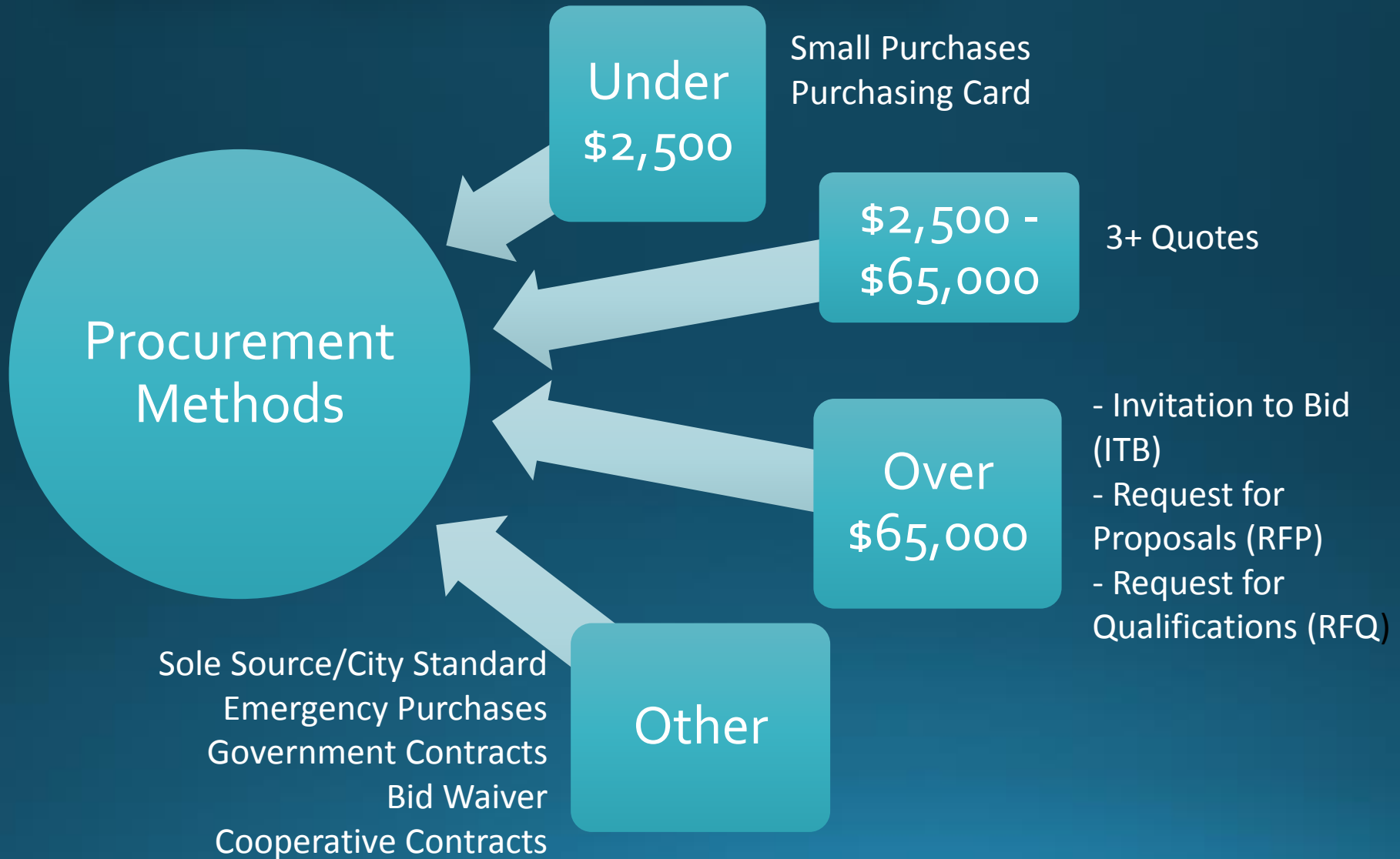
Cone of Silence

- Designed to protect the integrity of the Solicitation Process
- Imposed on all Formal Solicitations
 - Begins at the time of advertisement
 - Ends with Commission award

Limits communications between potential bidders/bidders, the City's professional staff, and the City Commission members.



Types of Procurements



Types of Procurements

- Invitation to Bid: Lowest responsible, responsive bidder is awarded
- Request for Proposal: Based on specific evaluation criteria such as experience and capabilities; includes pricing
- Request for Qualifications: Based on specific evaluation criteria such as experience and capabilities; excludes pricing



Types of Procurements

- Sole Source and City Standard
- Emergency Purchases
- Bid Waiver
- Other Government Contracts
- Cooperative Contracts



Solicitation Process

- The City utilizes the following:
 - www.mydelraybeach.com
 - BidSync – www.bidsync.com
 - Request via email:
purchasing@mydelraybeach.com
 - City Hall – Hard copies available

These are the only authorized methods. Suppliers must verify the validity of solicitation documents and/or information received from other sources.

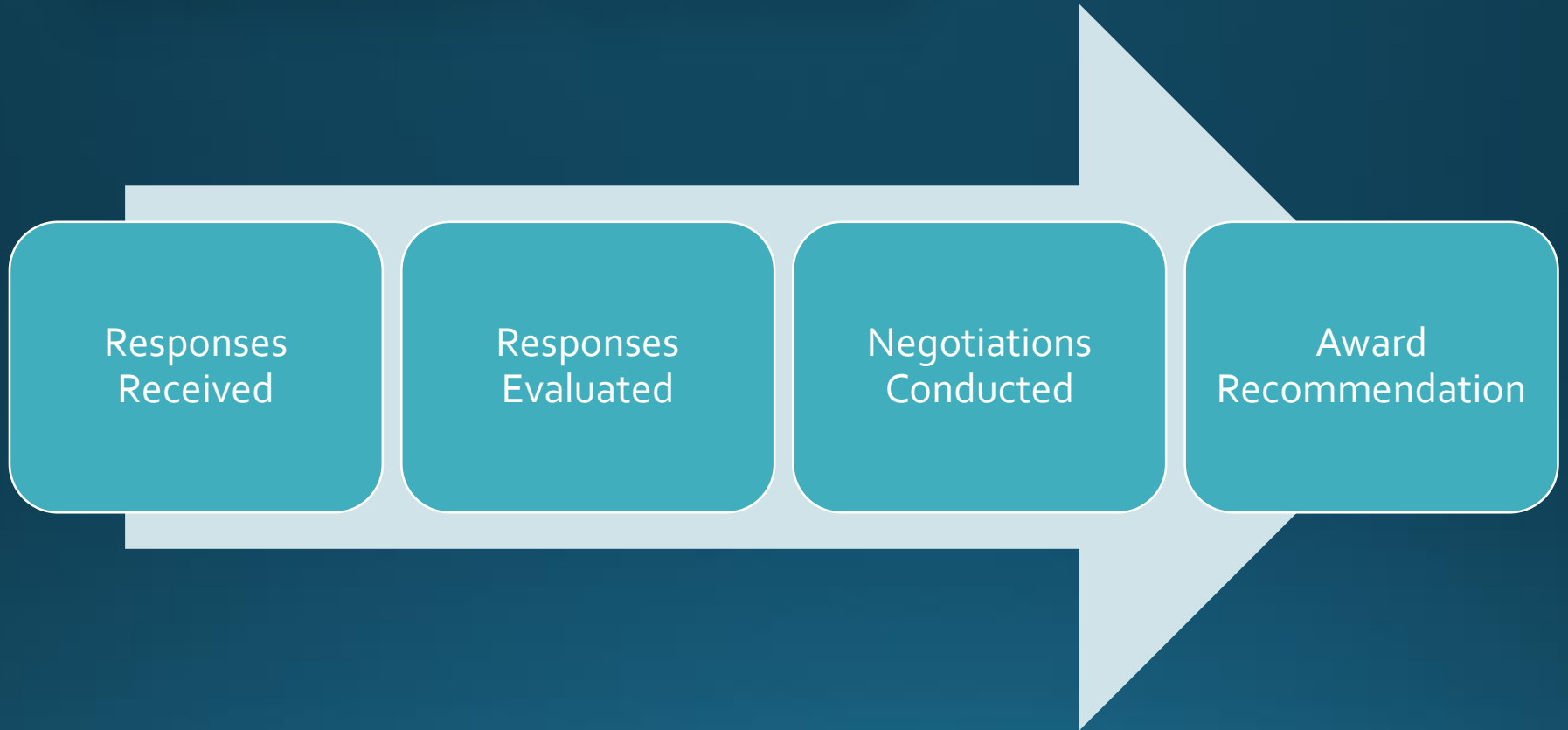


Solicitation Process

- Pre-Solicitation Conference
 - Mandatory: Attendance is required
 - Non-Mandatory: Attendance not required
- Addendums: Issued and posted to BidSync
 - Suppliers must download and include acknowledgement receipt in their response



Solicitation Process



Supplier Requirements

- Must attend mandatory pre-solicitation conferences
- Be qualified and possess the pre-requisite licenses, certifications and other requirements
- Demonstrate it has the resources and experience
- Submit a response prior to the deadline
- Provide all requested information and required forms



Supplier Code of Ethics

- Independently and honestly prepare and submit bid
- Do not share pricing with competitors
- Do not submit artificially high or low pricing to make a competitor look more reasonable
- Do not submit responses that are deceptively attractive with the expectation of receiving additional costs through change orders or to have a competitive advantage in the award of other related contracts



Supplier Code of Ethics

- Do not manipulate costs by underpricing an item with the expectations that quantities will change after award
- Do not offer gifts to City employees
- If an employee suggests or demands a gift, immediately report this to the Purchasing Director
- Do not offer employment to a City employee or an immediate member of their family to gain favor



Supplier Code of Ethics

- Do not circumvent the process by asking for information that is not available to all other potential bidders
- Suppliers are required to perform fully in accordance with the contract
- Delivering goods and services that do not meet the contract requirements for which the supplier charges contract pricing is known as “product substitution” and is a violation of the contract and can be considered fraud.



Helpful Tips

- Attend pre-solicitation conferences
- Network with general contractors and other service providers
- Introduce yourself to department staff
- Pay attention to detail and submission requirements
- Regularly check Purchasing webpage on the City website:
<http://www.mydelraybeach.com/business/purchasing.php>



Examples of City Contracts

• Air Conditioning Services	• Janitorial Supplies
• Beach Cabana and Concession Services	• Landscape Maintenance
• Beach Cleaning Services	• Printing Services
• Bulk Fuel	• Road Construction Materials
• Commercial Driver Services	• Safety Shoes
• Construction Services	• Software
• Consulting Services	• Temporary Staffing
• Debt Collection Services	• Towing Services
• Event Security Services	• Transportation Services
• Extrication Equipment	• Uniform Rentals
• Health Care Services	• Vehicle Appraisal Services
• Housing Rehabilitations	• Vehicle Parts and Accessories
• IT Equipment and Supplies	• Vehicle Purchases
	• Water Treatment Solutions



Other Items . . .

• Bee Removal	• Fireworks Displays
• Biomedical Waste Disposal	• Food & Beverage Catering
• Debris Removal Monitoring	• Gym Equipment
• Dive Equipment	• Vehicle Washing
• Dog Food	• Safety Shoes





Questions?

