

South Florida Anchor Alliance

Request for Information (RFI)

Regional Marketplace Technology Vendor

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**SECTION 1 – Request for Information (RFI) TIMETABLE**

The anticipated schedule for this RFI is as follows:

RFI available for distribution: April 2, 2024

Deadline for receipt of questions:                      All questions to be submitted by April 19, 2024 at 5 p.m. EST

Email questions to: SFAARegionalMarketplace@hfsf.org

Responses to questions will be posted to the South Floridan Anchor Alliance (SFAA) website, and the responding entity is responsible for monitoring this site for posting response(s). The website link is the following: www.southfloridaanchoralliance.org.

Pre-Proposal Conference April 22, 2024 EST 10 am Via Zoom

https://us02web.zoom.us/j/85406879313?pwd=YUJScmEvcFdYS3hROEJJdE5zS1ExZz09

Deadline for receipt of proposals: April 26, 2024 EST

No later than 5 p.m. EST

Virtual Opening of Proposals:

**PRE-PROPOSAL CONFERENCE**

A pre-proposal conference has been scheduled for **the date, time, and place specified in this RFI Timetable. Attendance is highly recommended but not mandatory.** Please note, Proposers will not be able to ask questions during the pre-proposal conference. However, questions related to the RFI can be sent in writing to the email provided above by the due date stated in this Section. Questions submitted will be answered during the pre-proposal conference.

*\*Pre-Proposal Conference attendance is not required. In compliance with Florida Statutes, Chapter 119, commonly known as the Florida Sunshine Law, this meeting will be recorded in its entirety.*

**SECTION 2 – BACKGROUND**

This section identifies the performance levels desired by the Health Foundation of South Florida. Respondents are instructed to indicate a response to ALL service requirements and specifications contained in each section in the order listed using the same numbering system.

**SECTION - 2.1 GENERAL INFORMATION ABOUT ORGANIZATION**

South Florida Anchor Alliance, an initiative of the Health Foundation of South Florida is a collaborative of regional institutions—hospitals and healthcare systems, education enterprises and municipalities-coming together to harness their collective multi-billion-dollar spending power and vast human and intellectual capital to create a more just and inclusive local economy. It was founded by The Health Foundation of South Florida, with support from Citi Community Development.

An anchor institution is an organization deeply rooted in the local community by virtue of its invested capital and/or relationship to its constituents. In South Florida, anchors have the power to provide tremendous opportunity for economic growth for the region's small business owners. When an institution adopts an anchor mission it means it commits to intentionally leverage its resources to address the needs of the surrounding community.

In South Florida, across Miami-Dade and Broward counties, the 11 anchors participating in the South Florida Anchor Alliance Regional Marketplace (SFAA Regional Marketplace) spend approximately $10 billion a year on goods and services. Anchors participating in the SFAA Regional Marketplace are intent on increasing their procurement spend amongst Local, Small and/or Minority-owned businesses as they envision a more thriving community.

**SECTION - 2.2 – PURPOSE OF REQUEST FOR INFORMATION**

The Health Foundation of South Florida, the region’s largest philanthropic organization focused on achieving health equity in historically underserved communities, has invested $1.4 million through its SFAA initiative to develop the Regional Marketplace, a two-year pilot program aimed at increasing access to procurement opportunities for Local, Small and/or Minority-owned businesses.

The SFAA Regional Marketplace launched in 2023 and is a free online platform designed for Local, Small and/or Minority-owned businesses to access billions in contracting and purchasing opportunities from participating regional anchor institutions. Currently there are 11 participating anchor institutions across Miami-Dade and Broward County.  In preparation of the two-year pilot program concluding in the Fall of 2024, the Health Foundation of South Florida and anchor pilot members are conducting a market assessment of current technologies that will maximize the impacts and objectives seeking to be achieved by the SFAA Regional Marketplace.

**Objectives of the SFAA Regional Marketplace:**

The 11 participating anchor institutions have collectively agreed to adopt a technology solution that would, at a minimum, accomplish four things:

1. **Increase vendor pool for participating anchors** visibility for vendors across all participating anchor institutions by establishing a collective vendor network of Local, Small and/or Minority-owned businesses. This means that whether a vendor is registered with an anchor or not, vendors are visible to that anchor and can be matched to procurement opportunities.
2. **Enhanced matchmaking** that connects the vendors, based on their qualifications and experience, to the right procurement opportunities.
3. **Automate** the full cycle from vendor uploads, procurement uploads and bid and award data uploads.
4. **Data Tracking** of the vendor experience both on an aggregate level and an individual anchor level.

In alignment and advancement of the two-year SFAA Regional Marketplace pilot the technology solution must be able to integrate with existing procurement systems at each of the anchors, it is not the intent of the selected SFAA Regional Marketplace technology platform to replace the existing procurement software currently utilized by anchor institutions. Thus, bidding and awarding of procurement contracts will remain outside of the selected SFAA Regional Marketplace technology platform, however it is highly desired that the selected technology vendor be able to track whether vendors matched in the system have bid for procurement opportunities they were matched with and whether they were awarded a contract.

**SECTION - 2.3 – PROPOSAL CONSIDERATIONS**

Responses to this RFI will be considered by the South Florida Anchor Alliance to determine how best to proceed beyond the current pilot phase of the SFAA Regional Marketplace and, subsequently, may proceed to utilize the information gathered to inform a Request for Proposals (RFP) or other procurement tools for sustainable implementation. If appropriate, the South Florida Anchor Alliance encourages the consideration of private-public partnership models if/when all parties have mutual benefit in the proposed vision.  Please note, should an RFP be released, your business financials may be requested.

**SECTION 3 – SUBMISSION REQUIREMENTS**

**SECTION 3.1 – SUBMITTAL INSTRUCTIONS**

The entire proposal packet must be submitted electronically to SFAARegionalMarketplace@hfsf.org. All proposals must be neatly typed on 8 1/2” X 11” page size, with normal margins and spacing.

**Proposals must be received by** **the deadline for receipt of proposals specified in this RFI Timetable (Section 1)**.

Proposals are due to the Health Foundation of South Florida on the date and time indicated in Section 1. **Proposal response submission to the Health Foundation of South Florida on or before the stated time and date will be solely and strictly the Respondent’s responsibility. The Health Foundation of South Florida will not be responsible for delays in Respondent’s submission of their proposal.**

Proposals must be signed by an authorized officer of the Respondent who is legally authorized to enter a contractual relationship on behalf of the Respondent.

**REQUIRED INFORMATION TO BE SUBMITTED**

Responses to this RFI should be concise and straightforward. Please ensure that the following required areas are addressed in your response:

A. Cover Sheet/Letter of Interest including the following:

1. Legal name of entity submitting RFI, including Joint Venture, etc. (as applicable)
2. Business Address
3. Years in Operation
4. Phone Number
5. Electronic Mail Address for contact person
6. Website (if applicable)
7. Organizational Chart

B. Narrative to include the following:

1. A summary of experience and qualifications with content examinations and related experience relative to the purpose of this RFI.
2. A list of references, if applicable, for previous experiences should include government entities, school Districts, colleges or universities and/or hospital systems.

C. Conceptual ideas to include the following:

1. Implementation – provide a conceptual approach to effectively perform the objectives solicited in the RFI Section 2.2. In addition to objectives solicited in Section 2.2 please share any additional services and system functions offered. Submittals from interested parties should be detailed enough to show that they could undertake this type of project, as described.
2. Pricing - provide a conceptual approach pricing models that will allow the South Florida Anchor Alliance members to enter the most cost-effective solution as government, education, and healthcare institutions while keeping the platform free of charge to vendors.

**Questionnaire**

*Please respond to all questions included in the below questionnaire. Narrative responses should be submitted using the same format as noted.*

1. Is your technology solution customizable based upon local needs?  If your answer is yes, please provide examples of how you have done this before.  How would customization impact pricing model, if at all?  How would the respondent address technology challenges/problems with the SFAA Regional Marketplace anchor members?
2. Is the technology configurable? Please provide examples of different configurations offered that are similar in scope.
3. What experience does the Respondent have working with local, small and/or minority-owned vendors?  Please explain your knowledge of the South Florida small business ecosystem.   Please explain how you will partner with the SFAA Regional Marketplace anchor members to ensure local vendor participation.   Is this included in your pricing model?
4. Does your system have the ability to track and seamlessly report the complete journey of vendor engagement from SFAA Regional Marketplace profile activation, proper vendor matching and tracking, bidding, award, technical assistance, etc.; automated outreach/engagement via email and through outreach campaigns to encourage vendor engagement; and procurement systems integration/interface to eliminate manual uploads. Please provide a summary of how your system addresses and/or can address these elements
   1. # of vendors registered in the South Florida Anchor Alliance Regional Marketplace (Collected in the aggregate and individually per anchor)
   2. # of vendors certified with participating anchors (Collected in the aggregate and individually per anchor)
   3. # of SF Regional Marketplace vendors matched with any anchor RFPs (Collected in the aggregate and individually per anchor)
   4. # of SF Regional Marketplace vendors expressing intent to bid on anchor RFPs (Collected in the aggregate and individually per anchor)
   5. # of SF Regional Marketplace vendors that are certified with participating anchors (Collected in the aggregate and individually per anchor)
   6. # of SF Regional Marketplace vendors have been awarded an anchor RFP (Collected in the aggregate and individually per anchor)
5. Does your system currently have a client dashboard? If so, what reporting functions are currently tracked and visible on the dashboard? Can it filter by geographical area, by individual anchor? Can changes be made to the dashboard to better align with the SFAA Regional Marketplace anchor member needs?
6. What experience does Respondent have in developing similar projects? (Briefly describe the projects(s) and describe when the projects(s) commenced and were completed).
7. What expertise and experience should the SFAA Regional Marketplace anchor members require from a Respondent if a future solicitation is issued to expand the SFAA Regional Marketplace including the Respondents vision to ensure the full realization of the objectives of the SFAA Regional Marketplace?
8. What would the Respondent consider to be the desired minimum term agreement for the Respondent to be interested in and ensure the full realization of the goals of the SFAA Regional Marketplace?
9. If Respondent is not the current technology vendor of the SFAA Regional Marketplace, how would you approach a vendor transition between technology solution

**SECTION 4 – EXHIBITS**

Exhibit 1 Cover Page

Exhibit 2 Acknowledgment of Amendments

**Exhibit 1**

**Cover Page for Proposal**

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| --- | --- | --- |
| ***RESPONDENT’S NAME (Name of firm, entity or organization):*** | | |
| ***FEDERAL EMPLOYER IDENTIFICATION NUMBER:*** | | |
| ***NAME AND TITLE OF RESPONDENT’S CONTACT PERSON****:*  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| ***MAILING ADDRESS****:*  Street Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    City, State, Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| ***TELEPHONE****:* | ***FAX:*** | ***E-MAIL ADDRESS****:* |
| ***RESPONDENT’S ORGANIZATIONAL STRUCTURE****:*  \_\_\_\_ Corporation   \_\_\_\_ Vendor ship     \_\_\_\_ Proprietorship     \_\_\_\_ Joint Venture  \_\_\_\_ Other (Explain):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| ***RESPONDENT’S SERVICE OR BUSINESS ACTIVITIES:***  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| ***RESPONDENT’S AUTHORIZED SIGNATURE:***  The undersigned hereby certifies that this bid is submitted in response to this solicitation.  Sign Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

**Exhibit 2**

**ACKNOWLEDGEMENT OF AMENDMENTS**

I**nstructions:** Complete Part I or Part II, whichever is applicable.

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| **PART I:** Listed below are the dates of issue for each addendum received in connection with this RFI.  Please include a signed copy of each addendum.  Addendum #1, Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_  Addendum #2, Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_  Addendum #3, Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_  Addendum #4, Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ |

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| **PART II:**  No Addendum was received in connection with this RFI. |

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firm Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Fax:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_