



# Monthly Department Report

PROCUREMENT & ASSET MANAGEMENT

**April 2024**

## Department Stats/ Key Performance Indicators

- Issuance of Purchase Orders (“PO”) and Maintenance Requests as of April 22, 2024:

Type	Number	Total Value
PO Issuance	78	\$2,088,692.07
PO Maintenance Increase/Other	13	\$122,048.08
PO Maintenance Decrease	9	\$133,249.14

- Non-Emergency Unauthorized (“After the Fact”) Purchases:

Department	Purchase	Vendor	Value/Cost
Nothing to report			

- Emergency Purchases Exceeding the City Manager’s Spending Authority:

Department	Emergency	Vendor	Value/Cost
Nothing to report			

## Major Project Updates

- Ongoing Solicitations (and respective status as of April 22, 2024):

<b>Solicitation</b>	RFP No. 2024-03 – Doral Central Park Amphitheater Management Services
<b>User Department</b>	Parks and Recreation
<b>Broadcast Date</b>	2/7/2024
<b>Due Date</b>	3/15/2024
<b>Status</b>	<b>Cone of Silence lifted.</b> Prebid meeting hosted on 2/22/24 at Doral Central Park. The cutoff date for written questions was 2/23/24. Addenda No. 1, 2, and 3 have been posted on Demand Star, Vendor Registry, and City webpage. The deadline for proposals was extended to 3/15/24. One submittal was received. The presentation and evaluation held; Pending award by Council at May meeting.



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<b>Solicitation</b>	RFP No. 2024-04 – Doral Strategic Communications Plan
<b>User Department</b>	Public Affairs
<b>Broadcast Date</b>	2/12/2024
<b>Due Date</b>	3/13/2024
<b>Status</b>	<b>Currently subject to the Cone of Silence.</b> The cutoff date for written questions was 2/26/24. Addenda 1 and 2 were posted to Demand Star, Vendor Registry and the City’s webpage. Proposal submissions were received 3/13/24. Committee members for the Phase I evaluation meeting; Procurement staff coordinating presentation by shortlisted proposers and Phase II evaluation meeting.

<b>Solicitation</b>	ITN No. 2024-05 – Independent IT Audit Services
<b>User Department</b>	Information Technology
<b>Broadcast Date</b>	3/6/2024
<b>Due Date</b>	4/10/2024
<b>Status</b>	<b>Currently subject to the Cone of Silence.</b> The cutoff date for written questions was 3/19/24 at 5:00pm. The due date for proposals has been extended to 4/10/2024 to address numerous questions. Six (6) proposals were received. Phase I evaluation scheduled for 4/23/2024. Presentations by shortlisted proposers and Phase II evaluation meeting tentatively scheduled for 4/25/2024.

<b>Solicitation</b>	RFQ 2024-06 – City of Doral City Attorney Services
<b>User Department</b>	City Attorney / City Council
<b>Broadcast Date</b>	3/15/2024
<b>Due Date</b>	4/15/2024
<b>Status</b>	<b>Currently subject to the Cone of Silence.</b> The cutoff date for written questions was 4/5/24 at 10:00am. The due date for proposals was 4/15/2024. Three (3) proposals were received. An evaluation package was provided to the committee. Scheduling of presentations and evaluation meeting tentatively set for 5/8/2024.