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TAX COLLECTOR
 MIAMI-DADE COUNTY

APPLICATION SOLICITATION FOR NEW LICENSE PLATE AGENCY

SECTION 1

INTRODUCTION

PURPOSE

The Miami-Dade County Tax Collector's Office ("Tax Collector") is soliciting applications from qualified entities interested in establishing and operating a **License Plate Agency ("LPA")** within Miami-Dade County.

The purpose of this solicitation is to identify qualified applicants capable of providing high-quality motor vehicle services on behalf of the Tax Collector and the State of Florida while expanding service accessibility and maintaining compliance with all applicable laws, regulations, and operational requirements.

Please see below for the application requirements, evaluation process, and conditions under which applicants may be considered for authorization. This program does not apply to those entities entitled to mandatory appointment as an LPA or an authorized electronic filing system agent pursuant to Section 320.03, Florida Statutes.

SECTION 2

GENERAL TIMELINE

MILESTONE	DATE
Solicitation Release	July 1, 2026
Questions Due	July 15, 2026
Responses Posted	July 22, 2026
Applications Due	July 31, 2026
Administrative Review	August 3 - 14, 2026
Interviews	August 17 - 28, 2026
Recommendation	September 11, 2026
Final Decision	September 30, 2026

THE TAX COLLECTOR RESERVES THE RIGHT TO MODIFY THE SOLICITATION TIMELINE.

SECTION 3

AVAILABLE AUTHORIZATIONS

The Tax Collector shall determine the number of agency authorizations available during each solicitation cycle.

AT THIS TIME:

- One application may be submitted per entity.
- Affiliated entities may not submit multiple applications.
- No applicant may receive more than one authorization during a solicitation cycle unless otherwise approved by the Tax Collector.

For purposes of this solicitation, affiliated entities, subsidiaries, parent companies, common ownership structures, entities under common control, and entities sharing a majority ownership interest shall be considered a single applicant.



SECTION 4

MINIMUM ELIGIBILITY REQUIREMENTS

APPLICANTS MUST:

- Be legally authorized to conduct business in Florida.
- Be in good standing with all regulatory agencies.
- Demonstrate financial capacity to establish and sustain operations.
- Meet insurance and bonding requirements.
- Agree to comply with Florida Statutes, FLHSMV requirements, Tax Collector policies, and contractual obligations (Tri Party MOU and LPA Service Agreement).

Failure to meet minimum eligibility requirements may result in disqualification from further consideration.

SECTION 5

LOCATION REQUIREMENTS

APPLICANTS MUST IDENTIFY A PROPOSED LOCATION.

THE PROPOSED LOCATION MUST:

- Be located within Miami-Dade County.
- Be accessible to the public.
- Meet ADA accessibility requirements.
- Provide adequate parking and customer service space.
- Be located at least one mile from an existing authorized LPA unless otherwise approved by the Tax Collector.

Applicants are not required to own or lease the proposed location at the time of application.

SECTION 6

MINIMUM OPERATIONAL READINESS REQUIREMENTS

Applicants must demonstrate the ability to establish, maintain, and operate a License Plate Agency in accordance with all applicable Florida Statutes, Florida Department of Highway Safety and Motor Vehicles ("FLHSMV") requirements, Tax Collector policies and procedures, and the License Plate Agency Service Agreement.

Failure to satisfy the requirements contained in this section may result in disqualification from further consideration, denial of authorization, or termination of contract negotiations.

6 A.

INSURANCE REQUIREMENTS

Prior to commencing operations, the successful applicant shall:

- Maintain Public Liability Insurance with a minimum combined single limit of **\$ 300,000** per occurrence for bodily injury and property damage.
- Provide a Certificate of Insurance naming the Miami-Dade County Tax Collector as Certificate Holder.
- Maintain coverage through an insurer authorized to conduct business in the State of Florida.
- Maintain all required insurance coverage throughout the term of the License Plate Agency Service Agreement.
- Provide evidence of policy renewal prior to expiration.



6 B.

BONDING REQUIREMENTS

Prior to commencing operations, the successful applicant shall:

- Obtain and maintain a Surety Bond in an amount established by the Tax Collector.
- Maintain bond coverage sufficient to satisfy all applicable statutory, contractual, and operational requirements.
- Ensure the bond remains in full force and effect throughout the term of the License Plate Agency Service Agreement.
- Provide continuation certificates and renewal documentation as required by the Tax Collector.

The bond shall guarantee faithful performance of duties, proper handling of public funds, and compliance with all applicable laws, rules, policies, and procedures.

6 C.

FACILITY REQUIREMENTS

The proposed facility must:

- Be located within Miami-Dade County.
- Meet all applicable regulatory requirements.
- Comply with the Americans with Disabilities Act (ADA).
- Comply with applicable building, fire, life-safety, and occupancy requirements.
- Provide adequate customer waiting areas.
- Provide sufficient customer parking.
- Provide secure storage areas for accountable inventory, documents, and equipment.
- Maintain a professional appearance suitable for conducting public business.
- Be capable of supporting all technology, network, and operational requirements necessary to provide services.

Applicants may be required to provide floor plans, photographs, site plans, or other documentation demonstrating facility readiness.

6 D.

SECURITY REQUIREMENTS

Applicants shall demonstrate the ability to maintain appropriate physical, operational, and information security controls, including:

PHYSICAL SECURITY

- Secure storage of license plates, decals, temporary permits, and accountable inventory.
- Secure storage of transaction records and customer documents.
- Restricted access to sensitive operational areas.
- Procedures to prevent theft, loss, misuse, or unauthorized access.

INFORMATION SECURITY

- Protection of confidential customer information.
- Compliance with all applicable federal and state privacy requirements.
- Compliance with the Driver Privacy Protection Act (DPPA).
- Compliance with applicable Florida cybersecurity requirements.
- Compliance with FLHSMV information security standards.

RECORDS PROTECTION

- Secure retention of records.
- Proper destruction of confidential documents.
- Protection of personally identifiable information (PII).
- Compliance with all applicable public records and records retention requirements.



6 E.

STAFFING REQUIREMENTS

Applicants shall maintain sufficient staffing levels to support operations.

At a minimum, applicants must demonstrate the ability to:

- Recruit and retain qualified personnel.
- Provide management oversight of daily operations.
- Ensure the continuous presence of qualified personnel during operating hours.
- Maintain operational continuity during employee absences or turnover.

6 F.

CERTIFICATION REQUIREMENTS

Prior to commencing operations, designated personnel shall obtain all certifications required by the Tax Collector and FLHSMV.

Applicants shall acknowledge that:

- Certification examinations may be required.
- Minimum passing scores may be established by the Tax Collector.
- Recertification requirements may apply.
- Failure to maintain required certifications may result in suspension of operational authority.

6 G.

TRAINING REQUIREMENTS

Applicants shall maintain a comprehensive training program for all personnel involved in License Plate Agency operations.

Training requirements include:

- FLHSMV-required training.
- Tax Collector-required training.
- Fraud detection and prevention training.
- Document authentication training.
- Vehicle title and registration processing training.
- Customer service training.
- Information security and privacy training.
- Any additional training assigned by FLHSMV or the Tax Collector

Applicants shall maintain records demonstrating completion of all required training.

6 H.

QUALITY ASSURANCE REQUIREMENTS

Applicants shall establish and maintain an internal Quality Assurance Program capable of:

- Monitoring compliance with applicable laws and procedures.
- Reviewing transactions for accuracy.
- Identifying training deficiencies.
- Correcting operational deficiencies.
- Monitoring employee performance.
- Reporting suspected fraud or criminal activity.
- Cooperating with audits, reviews, and investigations conducted by the Tax Collector or FLHSMV.

The Tax Collector reserves the right to review and approve an applicant's quality assurance processes prior to authorization.



SECTION 7

NON-REFUNDABLE APPLICATION FEE - \$2,500

The application fee is intended to offset administrative costs associated with solicitation management, application review, financial analysis, background investigations, committee evaluation activities, interview administration, and related processing expenses.

IMPLEMENTATION COST RECOVERY

Approved applicants shall be responsible for payment of a **\$250,000** Implementation Cost Recovery Fee.

The fee is intended to offset costs incurred by the Tax Collector's Office associated with implementation, onboarding, training, technology, operational support, compliance oversight, equipment, administrative activities, and other costs necessary to establish and support a new License Plate Agency.

Payment terms shall be established during final contract negotiations.

SECTION 8

REQUIRED APPLICATION PACKAGE

Applicants shall submit the following:

CORPORATE INFORMATION

- Legal Entity Name
- Articles of Incorporation/ Organization
- Sunbiz Registration
- EIN Documentation
- Ownership Disclosure

BUSINESS PLAN

- Executive Summary
- Organizational Structure
- Staffing Plan
- Customer Service Strategy
- Operational Plan
- Hours of Operation
- Implementation Timeline
- Long-Term Sustainability Plan

PROPOSED LOCATION INFORMATION

- Site Address
- Site Description
- Photographs (if available)
- Site Plan (if available)

FINANCIAL INFORMATION

- Financial Statements
- Proof of Capital Availability
- Banking References
- Tax Returns (if requested)

GEOGRAPHIC NEED STATEMENT

Applicants shall provide a Geographic Need Statement addressing:

- Proposed service area
- Population served
- Accessibility considerations
- Distance from existing LPAs
- Service gaps addressed
- Customer demand rationale
- Parking and site accessibility

REQUIRED CERTIFICATIONS

- Non-Collusion Certification
- Conflict of Interest Disclosure
- Public Records Acknowledgement
- Certification of Accuracy



SECTION 9

EVALUATION PROCESS

ADMINISTRATIVE REVIEW

Applications will be reviewed for completeness and compliance with minimum eligibility requirements. Incomplete applications may be deemed non-responsive and disqualified from further consideration.

EVALUATION COMMITTEE REVIEW

Qualified applications will be reviewed by the evaluation committee.

The Committee may:

- Review submitted materials
- Request clarifications
- Conduct interviews
- Evaluate operational readiness
- Assess financial capacity
- Review proposed service locations

The Committee shall evaluate applicants and provide recommendations to the Tax Collector.

Evaluation factors include:

- Financial Capacity
- Business Plan
- Geographic Need Statement
- Operational Readiness
- Any Relevant Experience in the
- Customer Service Capabilities
- Location Suitability
- Overall Ability to Successfully Operate an LPA

SECTION 10

MANDATORY INTERVIEW

Qualified applicants may be required to participate in evaluation committee interviews.

The interview may include:

- Presentation of the Business Plan
- Discussion of Geographic Need
- Financial Capacity Review
- Operational Readiness Assessment
- Questions from Committee Members

Failure to participate may result in disqualification from further consideration

SECTION 12

RESERVATION OF RIGHTS

The Tax Collector reserves the right to:

- Reject any or all applications
- Request additional information
- Waive minor irregularities
- Modify solicitation timelines
- Suspend or cancel the solicitation process
- Decline to award any authorization

SECTION 11

FINAL AUTHORIZATION

The evaluation committee serves in an advisory capacity only, and shall make recommendation to the Tax Collector

The Tax Collector retains sole authority to:

- Request additional information
- Authorize one or more agencies
- Decline to authorize any applicant

Submission of an application does not guarantee authorization.

SECTION 13

ATTACHMENTS AND FORMS

- Application Form
- Tax Collector Service Agreement
- Tri-Party Memorandum of Understanding