

Board of County Commissioners

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FOR IMMEDIATE RELEASE

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VENDOR ANNOUNCEMENT – IMPORTANT NOTICE TRANSITIONING TO NEW E-PROCUREMENT SYSTEM

Westminster, Monday, March 28, 2016 - Carroll County Bureau of Purchasing is proud to announce that we will now be using Public Purchase, a web based e-Procurement service. In order to begin, or continue to, receive bid notifications you must register with this new system. Current vendors must also register with Public Purchase. This process will only take a few minutes. The two-step registration process/instructions are detailed below in the Instructions section.

We will make the move from our current e-procurement system to Public Purchase effective April 4, 2016. Please register as soon as possible, so that you have uninterrupted access to our bids and the notification of our bids. ***All of this is provided at no charge to you.***

INSTRUCTIONS

1. Register with Public Purchase:

Use the link below to begin the registration process. *It can take up to 24 hours for your account to become active.* You will receive an email from notices@publicpurchase.com letting you know your account is activated. Be sure to add this email address to your contacts to avoid the bid notification emails being sent to your junk folder.

<https://www.publicpurchase.com/gems/register/vendor/register>

If you are already registered with Public Purchase, please proceed directly to Step 2.

2. Register with Carroll County Government, Bureau of Purchasing:

A. Once you have received your activation email from Public Purchase log into www.publicpurchase.com and accept the terms and conditions of use.

B. Click on the "Tools" tab, Click on the "Agencies" tab.

C. This will take you to the agency search page. In the agency name box, type in the name of the agency (Carroll County- Government (MD)). Leave the "new agency since" box blank. Make sure Registration Status says "ALL". Click on "search" this will bring up the agency below; to the far right of it you will see "view" and "Register" click on the "Register" link to complete the vendor registration with the agency

ACCESSIBILITY NOTICE: The Americans With Disabilities Act applies to the Carroll County Government and its programs, services, activities, and facilities. Anyone requiring an auxiliary aid or service for effective communication or who has a complaint should contact The Department of Citizen Services, 410-386-3600 or 1-888-302-8978, or MD Relay 7-1-1/800-735-2258 as soon as possible but no later than 72 hours before the scheduled event.

CARROLL COUNTY

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*It is important that this second part of the registration is complete or you will not receive notifications of upcoming quote opportunities from the **Carroll County Government, Bureau of Purchasing**. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.*

Why the switch?

Using this service will make the quoting process easier for us and our suppliers. The Public Purchase eProcurement System was designed exclusively for use by Government Agencies and their Vendors.

Benefits to Us

This eProcurement system is compliant with all Federal and State regulations, which determine the required procedures for Government Agency purchasing practices. This service will also create an up to date vendor database, which will be hosted on Public Purchase's servers and will allow suppliers to easily update and change their information as needed.

What benefits to You?

This eProcurement system will create a single location in which to view open Requests for Quotation and award information for previous RFQ's issued through the Public Purchase website. This system will also provide you with automatic notification and transmittal of bid solicitations to vendors. In addition, Public Purchase gives you access to bid opportunities with other government entities. ***All of this is provided at no charge to you.***

If you need any assistance with this process please contact Public Purchase at support@publicpurchase.com. Or use their Live Chat during business hours. It can be found in the upper left corner of the web site.

Thank you for participating in **Carroll County Government, Bureau of Purchasing** new registration process.

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