

HOW TO DO BUSINESS WITH DURHAM COUNTY GOVERNMENT; VENDOR REGISTRATION TO THE RFP PROCESS



INTRODUCTIONS

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WHO ARE WE AND WHY ARE WE HERE?

- ▶ Durham County Government has a MWBE Program that manages and oversees the procurement of goods and services contracted to the County by businesses owned and operated by women and minorities.
- Providing training and outreach aligned with the objectives of the County's MWBE Ordinance, our last disparity study and various other factors.
- We are here today to provide guidance and assistance.
- More information can be found concerning the MWBE Program and Ordinance by visiting www.dcpurchasinggroup.com and by following the Durham County MWBE Facebook page at [DcoMWBE](#).
- Strategic partnerships



DOING BUSINESS WITH DURHAM COUNTY GOVERNMENT

WHAT'S NEXT?

There are several business readiness steps for business owners.

Some of these steps include but are not limited to;

- Registering your business with the Secretary of State
- Obtaining HUB certification (We can assist)
- Responding to RFP / RFQ requests (discussed later in presentation)
- **Registering your business into Durham County's eBid vendor registration portal.**

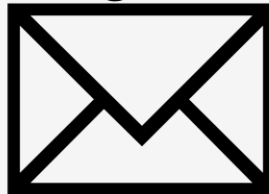


WHY REGISTER YOUR BUSINESS?



To learn about
business
opportunities!

You Got Mail!
again



Working with Mail - Karl Dubost - <http://www.li-grange.net/karl/>

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EBID VENDOR REGISTRATION

Where is Durham County's vendor registration link?

[Bid Opportunities – DC Purchasing Group](#)



[Home](#) [M/WBE Program](#) [Bid Opportunities](#) [View / Search Vendors](#) [Contact Us](#) [Facebook](#) **Other useful information**

Bid Opportunities

The County reserves the right to reject any and all bids or any portions thereof, or select the bids which in its opinion, are in the best interest of the County.

If you have any questions, contact the Purchasing Division at (919) 560-0051 or email: PurchasingGroup@dconc.gov

Bids will be received by the Purchasing Division of the Durham County Finance Department located at 200 E. Main St., Durham, NC 27701. To see upcoming bid opportunities click the link below:

[Purchasing Division Homepage](#) **Use this link to access bid opportunities.**

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How To Do Business With
Durham County

Vendor Application and W9
Form

M/WBE Program

Procurement Card Program

NC State Contract

American Rescue Plan Act
(ARPA)

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BID OPPORTUNITIES

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The Durham County Purchasing Division is pleased to announce that we have implemented a new eBid System. This new user-friendly, web-based system includes an electronic Supplier Registration process that will allow vendors to register online.

There is no cost to the vendor for using this electronic system. We simply request that all current and potential vendors register in the eBid system and select commodity codes pertaining to their particular area of interest in order to automatically receive emails when solicitations are issued by the Purchasing Division. For now, vendors are required to submit responses to solicitations in hard copy.

The County reserves the right to reject any and all bids or any portions thereof, or select the bids which in its opinion, are in the best interest of the County. If you have any questions, contact the Purchasing Division at (919) 560-0059 or email: purchasinggroup@dconc.gov.

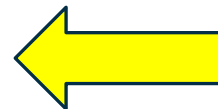
To access the Durham County's eBid System click on the link below:

[eBid System](#)



eBid system link

For instructions on using the new system, please watch Part 1 and Part 2 of the Supplier Registration tutorial video below. If you have any questions, contact the Purchasing Division at (919) 560-0059 or email: purchasinggroup@dconc.gov.



eBid tutorial

On the Bid Opportunities page there are two tutorials and a link to the eBid system.

Review the tutorials
1st!



LET'S REGISTER!



Login

User Name

Password

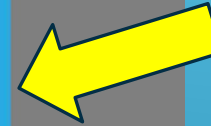
Login

[Trouble Logging In?](#)



Supplier
Registration

Get started!



Current Bids



Closed Bids



Awarded Bids



Non Awarded Bids



Durham County eBid

Powered By
IONWAVE
technologies



NEXT STEP- RESPONDING TO RFP AND RFQ REQUESTS



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Without feeling overwhelmed!



DOING BUSINESS WITH DURHAM COUNTY GOVERNMENT



- WHY ARE WE HERE?
- 2014 DISPARITY STUDY ACTIONS.
- RECOMMENDATIONS FROM THE STUDY.
- PROACTIVE MEASURES FOR INCLUSION.
- 2016 MWBE ORDINANCE.
- MWBE GOALS
- EDUCATE AND INFORM ON HOW TO DO BUSINESS.



DOING BUSINESS WITH DURHAM COUNTY GOVERNMENT



- NORTH CAROLINA SECRETARY OF STATE.
- WHAT TYPE OF BUSINESS (LLC, CORPORATION, ETC.).
- NAME FOR BUSINESS.
- BUSINESS OWNERS AND SET UP.
- FEE FOR SETTING UP BUSINESS AND FILING.



DOING BUSINESS WITH DURHAM COUNTY GOVERNMENT

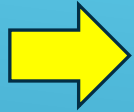


- HUB CERTIFICATION
- DEPARTMENT OF ADMINISTRATION
- MUST COMPLETE APPLICATIONS/ AVAILABLE ONLINE
- A CHECKLIST IS AVAILABLE FOR REQUIRED DOCUMENTS
- FOLLOW UP WITH DEPARTMENT FOR TIMEFRAMES



QUESTIONS / EVALUATION

HELP US IMPROVE



Please use this QR Code or the link below to complete a survey evaluation of this training.



<https://www.surveymonkey.com/r/mwbe31622>



THANK YOU!