



EDWARD MANGANO
COUNTY EXECUTIVE

MICHAEL SCHLENOFF
DEPUTY DIRECTOR OF PURCHASING

To be Given to Vendors When Picking Up Bids or RFPs

1. Please leave your contact information with the person who gives you the document. This is to ensure that you receive any amendments to the Bid or RFP that you are picking up.
2. If you have not already done so, please go to <https://eproc.nassaucountyny.gov/SupplierRegister> and register as a vendor with Nassau County on the eProcurement site. **The registration process should take approximately 15 minutes. Please make sure that you add the commodities or services that your company provides.**
3. Once you are registered, please go to the Bid or RFP that you have picked up and review it on-line. This is necessary in order to ensure that you will be electronically notified of any amendments to the Bid or RFP.
4. You will still be sent a hard copy of any amendments to the Bid or RFP.

The need to register on the Nassau County eProcurement site is to assist the County in better meeting your needs as well as to start the County towards a paperless system.

For instance, if you register as a Premium Vendor, anytime a Bid or RFP is posted with a Commodity or Service Code that you have chosen, at the start date and time you will automatically receive an e-mail notifying you of the Bid or RFP. Also, any subsequent amendments that may be made to a Bid will also generate a notice to you that a change was made to the Bid.

In addition, if you change any aspect of your business, from entering into a new line of business, to a change in personnel to moving your location, you will be able to go on to the system and change such information, there will be no need to notify the County Office of Purchasing of such change in writing.