



How To Do Business With The County



Presentation Overview

The Procurement Organization

Office of the Purchasing Agent

Types of Contracts

Solicitation Methods

Registering as a Vendor



Procurement Organization

Decentralized Operations

- ▶ 24 County agencies/departments
- ▶ Each agency/department is responsible for their purchasing operations

The County Purchasing Agent

- ▶ Delegated purchasing authority
- ▶ Over 250 Deputy Purchasing Agents



Office of the Purchasing Agent

Core Responsibilities

- ▶ Implement/enforce Board Policy & Establish Procedures
- ▶ Ensure a fair & ethical competitive process
- ▶ Provide Training & Certification to DPAs
- ▶ Conduct Compliance Reviews
- ▶ Implement Cooperative Contracts



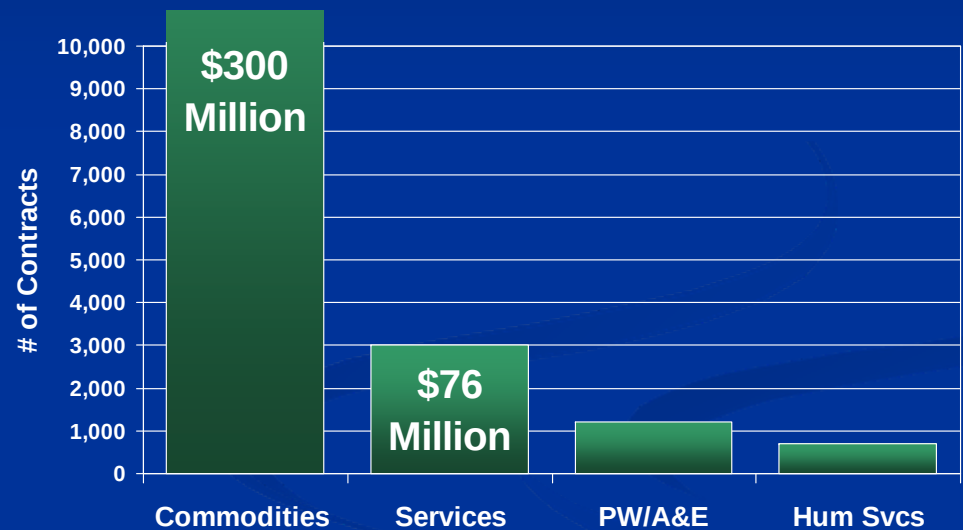
Types of Contracts

Commodities

Service Contracts

Public Works/AE

Human Services





Solicitation Methods

Informal Bidding

- ▶ Verbal Quote

Formal Bidding

- ▶ Invitation for Bid (IFB)
- ▶ Request for Proposal (RFP)

On-line Bidding (OLB)

- ▶ BidSync



Registering As a Vendor

On-Line Registration

- ▶ www.ocgov.com
- ▶ Click "Business"
- ▶ Click "Bids, Auctions, Purchasing"
- ▶ Click "On-Line Bidding"

*If you do not have access to a computer or the Internet, visit a Orange County Public Library Branch. **Free** Internet access is available!



Next Steps

After you register take a brief moment to review the information you entered into the system

- ☑ Is the contact information correct?
- ☑ Did you input the correct email address?
- ☑ Did you register for the right commodity codes?

Automatic Bid Notices Will Begin To Arrive
Within 24 Hours of Registration!



General Information When Bidding

Read Solicitation Packages Carefully!

- ▶ Contact the appropriate DPA in charge of the solicitation.
- ▶ Bid awards may take up to thirty days to determine based on the complexity.
- ▶ Proposal awards take longer based on the Complexity & proposal evaluation process.

**Submit Your Bid On Time. Late Bids may
Not be Accepted!**



General Information (cont'd)

Forgot Your ID or Password?

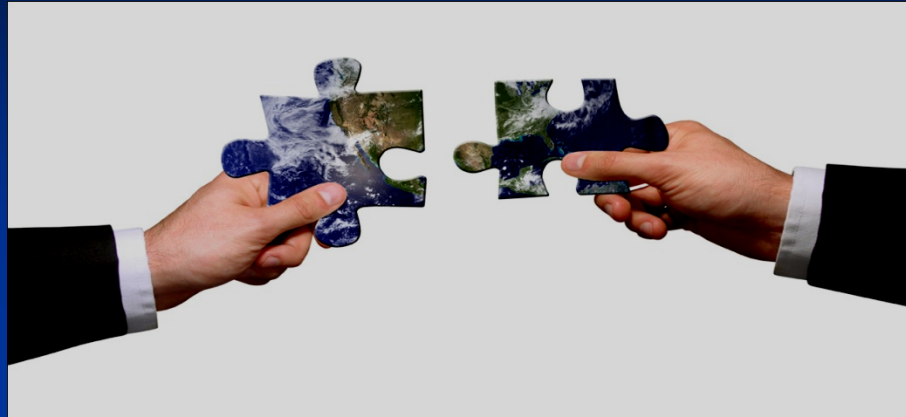
- ▶ The On-line system can retrieve your ID & Password

Who Do I Contact for System Issues?

- ▶ County Procurement Office: (714) 567-7314



Summary



Procurement Organization Solicitation Methods
County Purchasing Agent Registering as a Vendor
Types of Contracts