

**DOING BUSINESS WITH THE STATE OF FLORIDA
A GUIDE TO REGISTERING FOR ELECTRONIC NOTIFICATION OF PROCUREMENT
OPPORTUNITIES ADVERTISED ON THE
VENDOR BID SYSTEM (VBS)**

A. What is Electronic Notification?

A system developed by the Florida Department of Management Services (DMS) that enables a vendor registered in MyFloridaMarketPlace (MFMP) to establish a means for receiving notices, via email, for procurement opportunities advertised by State agencies and other Vendor Bid System (VBS) users based on the DMS Class and Group Codes selected by a vendor as part of their registration in MFMP.

B. What is required before a vendor can sign up for Electronic Notification?

A vendor must have completed its registration in MyFloridaMarketPlace (MFMP), which is the electronic procurement system used by most State agencies.

C. Where do I go to determine if my business is already registered in MyFloridaMarketPlace (MFMP)?

Follow the following steps to confirm that registration has been completed.

- Go to www.myflorida.com
- On the left side of the page, click on the tab entitled "Business"
- In the middle of the webpage, click on the link entitled "Doing Business With the State"
- Under the column entitled "Everything for Vendors and Customers" click on the link entitled "Statewide Purchasing Subsystem View (SPURView)"
- At the top of the webpage, click on the link entitled "Vendor Search"
- Enter your business name (or a portion of your business name) and click on the "Execute Search" button on the bottom of the page
- Review the list of businesses that appear as a result of your search to find your business. (The data returned will be sorted by City and then by Vendor Name, unless changed by the inquirer prior to executing the search.)
- If found, look at the information contained in the far right-hand box (the column title is "Source") for your business. If it indicates "MFMP", you are registered in the MyFloridaMarketPlace System.
- If you do not find your business on the list returned as a result of your inquiry, consider searching again using other names that your business might be recognized under. (Note: Some businesses use acronyms in their names. Consider spelling out the acronym or replacing the long name with the acronym frequently used.)
- If you do not find your business on the list, you will need to register in MyFloridaMarketPlace (MFMP).

D. Where do I go to register in MyFloridaMarketPlace (MFMP)?

Once a vendor confirms that it is not registered in MyFloridaMarketPlace (MFMP), the vendor should go to the following website to begin the registration process:

www.myfloridamarketplace.com

Once at the site, click on the “Vendors” link in the middle of the page to view useful information available on the web for vendors interested in MyFloridaMarketPlace and Doing Business with the State.

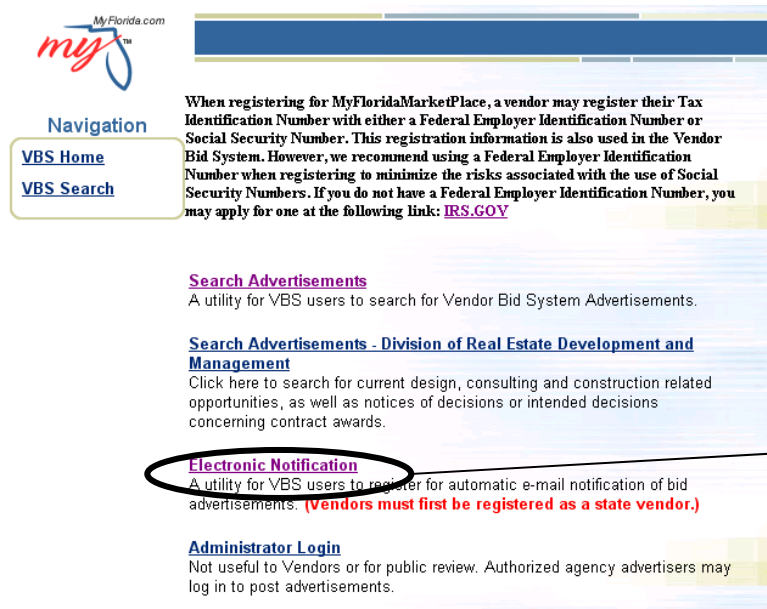
Click on the “register with MFMP” link to begin the registration process.

E. Where do I go to sign up for Electronic Notification?

If you have just completed registering your company in MyFloridaMarketPlace, wait until the following calendar day to initiate registering for electronic notification.

Follow the steps below to register for electronic notification.

- Go to www.myflorida.com
- On the left side of the page, click on the tab entitled “Business”
- In the middle of the webpage, click on the link entitled “Doing Business With the State”
- Under the column entitled “Everything for Vendors and Customers” click on the link entitled “Vendor Bid System (VBS)”
- The following webpage should appear. Click on the link entitled “Electronic Notification” to begin the process.



Click on this link to register for electronic notification.

- You will be provided with two options:
 1. View Vendor Email Notification – this option will allow you to determine if registration for electronic notification has already been completed and the individual receiving such notification.

2. Add Email Notification – this option will allow you to register for electronic notification.

A sample view of the webpage is provided below. You will notice that this webpage also provides links to the following information:

- IRS.Gov for obtaining a Federal Employer’s Identification Number (FEID or FEIN)
- Registration with the State of Florida’s MyFloridaMarketPlace (MFMP) electronic procurement system. All vendors interested in doing business with State agencies must register in MFMP. This link provides access to the MyFloridaMarketPlace vendor registration site for purposes of initiating the registration process *or* for updating a registration file.
- Catalogs for Commodities and Contractual Services that will enable a vendor to search for DMS Class and Group Codes for registering in MFMP. Once registered in MFMP, a vendor can periodically review these catalogs in order to identify additional codes to add to its MFMP registration.

The screenshot shows the MyFloridaMarketPlace website interface. At the top left is the MyFlorida.com logo. Below it is a navigation menu with links for "VBS Home" and "VBS Search". The main content area has a breadcrumb trail: "Business Industry > Online Forms > Electronic Notification". The text explains that vendors can register with either a Federal Employer Identification Number (FEIN) or a Social Security Number, but recommends using a FEIN. A link to "IRS.GOV" is provided for those without a FEIN. Below this, it states that registered vendors can register for e-mail notifications of bids, while non-registered vendors must register with the Department of Management Services (DMS) before using the Vendor Bid System. Links for "Catalog of Commodities" and "Catalog of Contractual Services" are provided. There are two sections for finding vendors: "View Vendor Email Notification:" and "Add Email Notification:". Both sections include a table with columns for "Type", "Number", and "Sequence", and a "Find Vendor:" or "Vendor to Add:" field with a dropdown menu set to "F" and two input boxes for the number and sequence. A note specifies that sequence numbers are 3 digits, with an example "1 is 001, 12 is 012". Buttons for "View Information on File", "Cancel", and "Clear" are present in both sections.

F. What information is required to register for electronic notification?

You will need the following information to complete the registration process:

- The Federal Employees Identification Number (FEID or **F**) or Social Security Number (SS or **S**) that is used for your business operations. (Note: When entering the FEID or SS number to register in the system, the dashes are not used.)
- The three digit sequence number (###) assigned in MyFloridaMarketPlace (MFMP) for your business registration. (Note: If you have multiple registrations in MFMP because of registering multiple business locations individually, you will be able to establish electronic notification for each location that has a different three-digit sequence number. For example: F-987654321-001 ABC Company, Inc. and F-987654321-002 ABC Company, Inc. could register each location for electronic notification in the system.)
- Contact Person's First Name and Last Name
- Contact Person's Phone Number (Area Code, Number, and Extension (if applicable))
- Contact Person's Email Address (Some businesses may establish an email address for the company that goes to multiple people in the organization. If this is the case, this email may be used.)

A sample of the completed screen for registering the Florida Department of Environmental Protection for electronic notification is provided below.

Add Electronic Notification for a New Vendor

While every effort will be made to notify vendors of new advertisements for commodities and/or services for which they are registered, we can not guarantee 100% notification. Vendors are advised that it is their responsibility to periodically check the advertisements at: http://fcv.state.fl.us/owa_vbs/owa/vbs_www_search_criteria_form.

Vendor: F-596007353-034
DEPARTMENT OF ENVIRONMENTAL PRO
PROCUREMENT SECTION (MS 93)
3900 COMMONWEALTH BLVD
TALLAHASSEE, FL 32399-3000

First Name: **Last Name:**

Phone Number: - **Ext:**

Email Address:

Once you have entered you data, click on "Save Vendor Info" to complete your registration.

If you successfully completed the registration process, the following confirmation should appear.

[search](#) | [directory](#) | [contact us](#) | [411](#) | [subscribe](#) | [tour](#) | [help](#)

[Business Industry](#) > [Online Forms](#) > [Electronic Vendor Notification](#) > [Notification Confirmation](#)

Electronic notification successfully created!
One Moment Please...

G. Can a vendor review the contact information maintained in the electronic notification system for its business?

Yes. It is highly recommended that this information be reviewed on a periodic basis so that needed updates can be made to keep the data current. If the information is out of date, the value of this communication tool for a vendor is lost.

To view your information, the "View Email Notification Information" option described under **Section E** above should be selected. By using this option, the following information was returned for the Florida Department of Environmental Protection.

A screenshot of a web page titled "Vendor Information on File". The page displays the following information: Updated On: 10/18/2008; User ID: (blank); Vendor: F-596007353-034, DEPARTMENT OF ENVIRONMENTAL PRO, PROCUREMENT SECTION (MS 93), 3900 COMMONWEALTH BLVD, TALLAHASSEE, FL 32399-3000; First Name: Gwenn; Last Name: Godfrey; Phone: (850) 245 - 2350; Email: gwenn.godfrey@dep.state.fl.us. At the bottom, there is a note: "If any of this information is not correct, please click on the e-mail button below and send us your corrections." The background of the screenshot is a light blue and white grid pattern.

Vendor Information on File

Updated On: 10/18/2008

User ID:

Vendor: F-596007353-034
DEPARTMENT OF ENVIRONMENTAL PRO
PROCUREMENT SECTION (MS 93)
3900 COMMONWEALTH BLVD
TALLAHASSEE, FL 32399-3000

First Name: Gwenn

Last Name: Godfrey

Phone: (850) 245 - 2350

Email: gwenn.godfrey@dep.state.fl.us

If any of this information is not correct, please click on the e-mail button below and send us your corrections.

H. How long does it take to register for Electronic Notification?

Less than five minutes.

I. When should a vendor sign up for Electronic Notification?

If a vendor has been registered in MyFloridaMarketPlace (MFMP) for two days or longer, immediately.

If a vendor has just completed the registration process in MyFloridaMarketPlace (MFMP), registration should be performed the next calendar day.

J. How does a vendor quickly view the DMS Class and Group codes that it has included as part of its MyFloridaMarketPlace Registration (MFMP)?

A vendor should follow the steps described above under **Section C** and click on the active link for the business name once located by the search process. This search will return some general information about the business from its MFMP registration, including the various DMS Class and Group Codes selected.

An example of the Florida Department of Environmental Protection's summary information is provided below.

DEPARTMENT OF ENVIRONMENTAL PRO	
Address:	PROCUREMENT SECTION (MS 93) 3900 COMMONWEALTH BLVD TALLAHASSEE FL 32399-3000
County:	37 LEON
Registration Status:	DMS REGISTERED
OSD Classification:	A NON-MINORITY
Business Designation:	6 GOVERNMENTAL ENTITY (CITY, COUNTY, STATE OR U.S. GOVT)
Contact:	GWENN GODFREY (850) 245-2429
Electronic Address:	PROCUREMENT@DEP.STATE.FL.US HTTP://WWW.DEP.STATE.FL.US
Active Status:	ACTIVE IN SPURS & SAMAS
Bid Regions:	STATEWIDE
Source:	MFMP and SPURS

DMS Class and Group Code

Matching Commodities				
Class-Group	Item	Detail	Description	Contract
973-000	000	0000	CONTRACTUAL SERVICES, PROFESSIONAL	
973-680	000	0000	QUALITATIVE TESTING, & REPORTING SERVICES	
991-000	000	0000	CONTRACTUAL SERVICES, TECHNICAL, & OTHERS	
991-378	000	0000	GRANTS, ALL TYPES	

Displaying rows 1 through 4 of 4.

K. How are the DMS Class and Group codes determined for electronic notification?

Each State agency that advertises procurement opportunities on the Vendor Bid System (VBS) is required to identify at least one DMS Class and Group Code to establish the advertisement in the VBS. This code should be representative of the market that can provide the goods or services needed by the State agency. The Electronic Notification system keys on the codes selected to generate the email to the vendor regarding the opportunity.

The following picture shows the top portion of an advertisement issued in the VBS and the location of the DMS Class and Group Codes.

Navigation

[VBS Home](#)
[VBS Search](#)

[Business Industry](#) > [Search](#) > [Search for a Bid](#) > [View Advertisements](#)

Advertisement Detail

Department of Environmental Protection

Invitation to Bid

ITB Support Svcs for the 2009 National Estuarine Research Reserve System (NERR) Joint Sector Conf

Advertisement Number: 2009008C

Version Number: 000

Advertisement Begin Date/Time: 10/24/2008 - 12:30 P.M.

DMS Class and Group Code

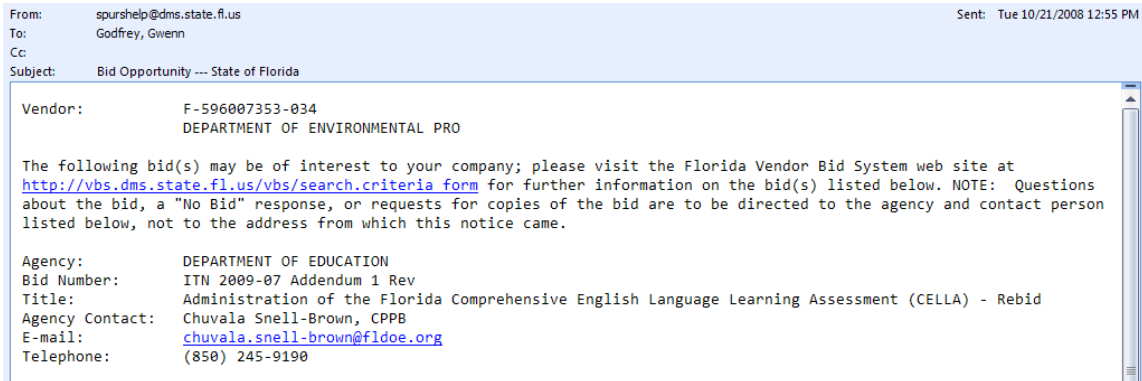
Community Code(s):
973-365-000-0000

Description(s):
EVENTS, CONFERENCE, PLANNING AND SCHEDULING SERVICES

Invitation to Bid (ITB) for Support Services for the 2009 National Estuarine Research Reserve System (NERR) Joint Sector Conference.

L. What information is provided to a vendor through the email notification process?

The email notification issued to a vendor identifies the agency offering the procurement opportunity, the solicitation number (including action description), solicitation title, and contact information for the Procurement Officer responsible for the solicitation. A sample email received for a procurement opportunity with the the Department of Education is provided below. If interested in the procurment opportunity, a vendor should click on the Vendor Bid System link provided in the email and look at the text of the full advertisement, including attachments, available in the system. Many agencies include the solicitation as part of the advertisement process. Make sure to click on the link at the bottom of an advertisement entitled "Click here for other related documents" to review/obtain all information associated with a procurement opportunity.



M. How do I request changes to the information maintained in the Electronic Notification System or cancel my registration in the system?

Follow the instructions provided in **Section E** for entering the Electronic Notification System. Select the option entitled "View Vendor Notification Information". Once you have added your business FEID/SS and sequence number, click on the "View Information on File" button. Review the data

returned. If a change is needed, click on the VBS Helpdesk link contained at the bottom of the page to generate an email requesting the needed changes. (Note: Include your FEID/SS and sequence number in your request to assist the help desk in making your changes.)

The above process should also be followed when requesting that electronic notification be discontinued.

N. Why use electronic notification?

The Electronic Notification System provides an additional marketing tool to businesses interested in doing business with the State. With the rising cost of postage, agencies are depending on the Vendor Bid System (VBS) and the electronic notification tool as the means for reaching the vendor community. Don't miss an opportunity or find out about one when it is too late to participate.