



Division of State Purchasing
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Ron DeSantis, Governor
Jonathan R. Satter, Secretary

Doing Business with the State of Florida

The Florida Department of Management Services (DMS) encourages vendors to do business with the State of Florida. DMS ensures fair and open competition in procurement of commodities and contractual services.

To participate each vendor should:

- ☐ Have an ACTIVE registration with the Florida Department of State, Division of Corporations (<http://www.sunbiz.org>).
- ☐ Have an ACTIVE registration in the MyFloridaMarketPlace Vendor Information Portal (<https://vendor.myfloridamarketplace.com/>).
- ☐ Have a copy of your E-Verify status on file (https://www.dms.myflorida.com/workforce_operations/human_resource_management/for_job_applicants/e_verify).
- ☐ Have a current W-9 filed with the Florida Department of Financial Services (<https://flvendor.myfloridacfo.com>).
- ☐ **Not be** on the State of Florida's [Convicted, Suspended or Discriminatory lists](#).

Vendors should read the information on the DMS State Purchasing website, which contains resources on how to do business with the State of Florida:

http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_resources

MyFloridaMarketPlace

MyFloridaMarketPlace (MFMP) is the State of Florida's award-winning eProcurement system. In operation for more than 15 years, the system centralizes procurement activities, streamlines interactions between vendors and state government entities, and provides tools to support innovative procurement of commodities and contractual services for the State of Florida.

If you are not registered or if you need to update your registration, you can do so through the MFMP Vendor Information Portal (VIP) at <https://vendor.myfloridamarketplace.com/>.

When you register in the VIP, complete the following steps:

- Enter your business' information, including the following:
 - Federal tax ID number.
 - Location information for ordering, payment and billing.
 - Appropriate contact information.
 - Preferred ordering method.

- Select the commodity codes representative of your products and/or services.
- Click “Yes” to participate in electronic procurement events in Sourcing and in the Vendor Bid System.
- Select if you want to receive email notifications of opportunities that match selected commodity codes, and if you want to respond electronically to those opportunities.
- Review and accept the MFMP Terms of Use.

Once you have accepted the MFMP Terms of Use, your registration will be available within 24 hours.

The Florida Legislature has authorized DMS to collect Transaction Fees for the use of its electronic information services. Transaction Fees are calculated based on payments to the vendors and there are no subscription or registration costs to conduct business with the state.

If you need assistance with using MFMP, please contact the MFMP Customer Service Desk at vendorhelp@myfloridamarketplace.com or at 866-352-3776.

Vendor Bid System

The Vendor Bid System (VBS) is the official online repository for formal procurements greater than \$35,000. This system provides access to State of Florida competitive solicitations including Invitations to Bid (ITB), Request for Proposals (RFP) and Invitation to Negotiate (ITN).

Stay informed about upcoming advertisements, grants, competitive solicitations, single source procurements, public meetings and agency decisions by current advertisements on VBS at <http://www.myflorida.com/apps/vbs/vbs> [www.main menu](#).

Certified Business Enterprises

If you are a woman, veteran, or minority owned small business, you may also qualify to become of a certified business enterprise with the state. This free certification is available to small businesses that meet specific requirements. Details of supporting documentation to become certified are available on the Office of Supplier Diversity web page at <https://www.dms.myflorida.com/osd>. Certified business enterprises have exclusive listings in the online directory and are the first businesses referred to any organization seeking to diversify their spending, including organizations such as state and local government, colleges, universities, and private companies. Certified businesses also have the opportunity to network with the state’s buyers at regional events and receive targeted communications for upcoming solicitation opportunities.

To increase your business opportunities, we recommend the following:

1. Make sure your company has all of the bulleted items above.
2. Create or log in to your company’s MFMP VIP account and ensure the email contact information is correct.
3. Ensure that you have selected “Yes” in MFMP VIP to participate in electronic procurement events in Sourcing.
4. Keep your company information up to date in MFMP VIP, especially your email address, so that VBS can provide you with email notifications of solicitations based on the commodity codes you selected in MFMP VIP.

5. Check VBS regularly to see what solicitations are available in case you miss an email alert.

Additional steps:

- Identify the opportunities in VBS that suit your business.
 - Review all the solicitation specifications and requirements.
 - Prepare the bid response.
 - Submit the response in a timely manner per the solicitations calendar and in the format required within the solicitation.
 - Monitor VBS to check for solicitation addendums and the awarded vendor(s).
- Provide goods and services to the state.
 - Submit a detailed invoice as specified in the contract.
 - Receive payment (for information on payments, visit the FLAIR Vendor History site at <https://flair.dbf.state.fl.us/dispub2/cvnhphst.htm>).
- Review the consolidated billing invoice (CBI) in your MFMP VIP account.
 - Report any payments you received from the state.
 - Remit the required Transaction Fees. Failure to remit Transaction Fees may be cause for the state to find you in default of the contract and could prohibit you from participating in future opportunities.
- Review vendor performance ratings in [MFMP Vendor Performance Tracking](#) (VPT)

Thank you again for your interest in doing business with the State of Florida!