

RICHLAND COUNTY GOVERNMENT PROCUREMENT DEPARTMENT

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Richland County Office of Procurement Vendor Registration Information

The County encourages open and inclusive participation in its competitive procurement process. If you are interested in registering as a vendor the following steps should be taken. Please note, this electronic registration process is effective September 1, 2020 and any prior paper vendor registration is void; information must be entered in the electronic vendor registration portal.

Richland County, SC has partnered with OpenGov and is excited to announce our transition to a fully automated, web-based electronic bidding and vendor management system. THERE IS NO COST FOR VENDORS TO REGISTER WITH OpenGov! Our new eProcurement Portal will allow interested parties to do the following:

- Register to bid and receive notifications of future opportunities in the eProcurement Portal by selecting Subscribe to create an account.
- Follow updates to existing solicitations by finding the solicitation and clicking the Follow button. This will allow all interested parties to receive amendments and addenda automatically.
- Submit questions and receive answers for open solicitations.
- Guide vendors through the process of responding electronically to RFPs, bids, etc. to ensure submissions have been accurately completed.
- Ultimately, be your one location for all bid opportunities issued by the county.

To get started:

1. click [here](#) to sign up
2. You'll receive an email to activate your account
3. To subscribe to Richland County, go to <https://procurement.opengov.com/portal/richlandcountysc> and click subscribe
4. For more information about how to register, please see our [help file here](#).

If you already have an OpenGov account, simply go to the County's [portal](#) and click "Subscribe".

REQUIRED*:

You will be able to register without uploading your company's relevant documents. Please be advised you will have to provide these documents, as well as any other deemed necessary by the Office of Procurement, **prior to the award of any contract**. For this reason, it is preferred these documents are provided at registration in order to establish a vendor's responsiveness to a solicitation.

1. A signed Request for Taxpayer Identification Number and Certification (W-9 form) www.irs.gov is required to be uploaded as part of the registration process.
2. A current up-to-date certificate of insurance is required to be uploaded as part of the registration process.
3. Socio-Economic Status- check all that apply
4. Vendor requires a Yes/No response, with "Yes" verifying the person creating the account on behalf of the entity is authorized to do so.

OPTIONAL:

5. Registration with the SC Department of Labor, Licensing and Regulation, Division of Professional and Occupational Licensing Boards (POL), Office of Board Services (OBS) or any other special licensing may be uploaded as well.

6. Richland County Business License, when working in the unincorporated areas of the County, should be uploaded. If you are unsure if a business license is required, you may complete the Business License Assessment Survey found at the link below by clicking "Vendor Survey". This should be turned in to the Business Service Center via email bsc@richlandcountysc.gov or fax (803) 576-2289.

<http://www.richlandcountysc.gov/Businesses/Procurement-Contracting/Vendors>

7. If you are a vendor who is registered with the **Richland County Office of Small Business Opportunities** as a Small Local Business Enterprise (SLBE) or Emerging Small Local Business (ESLBE) Enterprise, you may upload your certification. This is only applicable to Richland County small businesses registered as an SLBE/ESLBE. Contact the Office of Small Business Opportunities for more information- phone- 803-576-1540 email- osbo@richlandcountysc.gov or online: <http://www.richlandcountysc.gov/Government/Departments/OSBO/Home>

Questions may be directed to: procurement@richlandcountysc.gov

