

# 2016 VENDOR WORKSHOP TRAINING

**Are you interested in doing business with the County?**

The County offers free vendor workshop training to those vendors who want to do business with the County and want an understanding of the procurement process. To ensure vendors gain an understanding of the procurement process all vendor workshop training classes are taught by procurement and Contract Compliance professionals.

To register go to [www.fultoncountyga.gov](http://www.fultoncountyga.gov), select "Bid Opportunities", then select "Vendor Training".

Training will be held at Fulton County Government, Department of Purchasing, 130 Peachtree Street, S.W., Suite 1168, Atlanta, GA 30303, 9:00 a.m.—10:30 a.m. For additional information please call (404) 612-5800.

## VENDOR ORIENTATION

**This class provides vendors with a snapshot of the County's competitive procurement process, step-by-step vendor registration through the Vendor Self Service (VSS) system and instructions are provided along with requirements for certification as a Minority, Female, Service Disabled Veteran or Disadvantaged Business Enterprise. A copy of a vendor's business license and W-9 are required for VSS registration.**

January 12	July 12
February 9	August 9
March 8	September 6
April 12	October 4
May 10	November 8
June 7	December 6

## VENDOR ON-LINE BIDDING

**This class will provide vendors information on how to respond electronically to quotes and Invitation-To-Bid (ITB) commodities only. You will be given instructions on how to keep track of your responses in a safe and secure environment. This only system is designed streamline the process and to eliminate the submittal of paperwork.**

January 13	July 13
February 10	August 10
March 9	September 7
April 13	October 5
May 11	November 9
June 8	December 7

## REQUEST FOR PROPOSALS

**This class will provide an overview of the RFP preparation and evaluation processes. Vendors will gain knowledge and skills in preparing a responsive and responsible proposal as well as understanding of all documents required to submit a responsive proposal.**

January 14	August 11
June 9	December 8



*Video Vendor Workshop Training will be available on-line.*

Fulton County is an equal opportunity employer encouraging diversity. If you need reasonable modifications due to disability including communications in an alternate format, please contact (404) 612—5800 For TDD/TTY or Georgia Relay Service Access, dial 711