Department of Purchasing &
Office of Contract Compliance

HOW TO DO BUSINESS WITH FULTON COUNTY GOVERNMENT

FULTON COUNTY

WELCOME

This presentation is an overview of our procurement process and is designed to assist vendors seeking to do business with Fulton County Government.

Topics of Discussion

- ❑ Procurement Methods
- ❑ Advertisements
- ❑ Bid Opportunities
- ❑ E-Verify
- ❑ Vendor Registration
- ❑ Contract Compliance

PROCUREMENT METHODS

Fulton County uses three procurement methods:

- **Small Purchases** – Informal solicitations less than $2,500.00 and purchase with P-Card.

- **Informal Solicitations** - Solicitations from $2,500.00 to $49,999.99. Informal Solicitations do not require a legal notice to be published in a newspaper of general circulation; however, they are posted on our website under Bid Opportunities to encourage competition.

- **Formal Solicitations** – Solicitations over $50,000.00. Formal Solicitations require a legal notice to be published in a newspaper of general circulation and on the county's website.

ADVERTISEMENTS

Bid Opportunities for Fulton County are advertised in the following publications:

- Atlanta Inquirer
- Atlanta Voice
- FGTV (Fulton County Government TV)
- BidNet Direct (access via Fulton County Website)
- Georgia Procurement Registry

The Atlanta Inquirer
"To Seek Out The Truth And Report it Without Fear Or Favor"

The Atlanta Voice

Team Georgia Marketplace
Georgia Procurement Registry

BIDNET

BidNet allow vendors to:

- View and download solicitations - Quotes, Bids, RFPs
- View Addenda
- Submit all bid responses electronically
- Submit questions online with Q&A
- Check status of solicitations
- View and download Tabulation Sheets
- View Contract Awards

E-VERIFY

- Bidders/proposers that submit bids/proposals for services that are to be physically performed within the State of Georgia must be accompanied by proof of their registration with and continuing and future participation in the E-Verify program.
- Physical performance of services means any performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceed $2,499.99.
- Under state law, the County cannot consider any bid or proposal which does not include a completed affidavit.

E-VERIFY

- Prime contractors are required to submit a Georgia Security & Immigration Contractor Affidavit and when utilizing subcontractors a Georgia Security & Immigration Subcontractor Affidavit must be submitted.
- To find out more information and to enroll in
- E-Verify, please visit E-Verify website at:

  https://e-verify.uscis.gov/enroll

VENDOR REGISTRATION

The County's Vendor Self Service (VSS) System allows potential vendors to self-register their business via the internet.

VSS Registration benefits include:

- Allows vendors to register and maintain information about their organization for the purpose of doing business with the County;
- Ability to customize business opportunity profile based on NIGP commodity codes that best match your organization's products and services;

VENDOR REGISTRATION

- Receive Email notifications of upcoming bid opportunities based on business opportunity profile;
- Receive Email notifications of upcoming Outreach Events and Workshops;
- Access VSS System 24/7/365.

VENDOR REGISTRATION

VSS Registration:

1. Enter the following URL;

https://vss.fultoncountyga.gov/webapp/VSSPROD/AltSelfService

2. Create a secured User ID and password;
3. Complete information about your organization;
4. Submit the following information:
   - ✓ Occupational Tax/Business License
   - ✓ W-9
5. Select one or more commodity codes that best match your organization's products and/or services.

EFT

The County now offers Electronic Funds Transfer (EFT) payment to our vendors as part of the County's commitment to pay promptly and conveniently. EFT is an alternative to paper checks and provides the following benefits:

- ✓ Accelerated funds availability, certainty of delivery
- ✓ Eliminates the possibility of stolen checks, stop payment charges, reissue costs
- ✓ Establishment of payment and credit records
- ✓ "Going green" by reducing paper

CONTRACT COMPLIANCE

NON-DISCRIMINATION IN PURCHASING AND CONTRACTING

Fulton County's Non-Discrimination in Purchasing and Contracting Policy ensures that the procurement process is open to all businesses without regard to the race, color, gender, national origin or sexual orientation of the ownership. This policy is "race neutral" and does not contain utilization goals for any particular group.

OUTREACH INITIATIVES

- The County employs aggressive efforts to solicit and encourage certified businesses to participate in the competitive bid process.
- Sponsor and attend numerous trade fairs and community events.

OUTREACH INTIATIVES

- Provide listing of certified firms to potential prime contractors or subcontractors.

- Encourage certification in order to build a robust database of diverse suppliers, contractors and consultants.

CERTIFICATION

- Minority Business Enterprise
- Female Business Enterprise
- Small Business Enterprise
- Disadvantaged Business Enterprise
- Service Disabled Veterans

MFBE CERTIFICATION

- Certification as a Minority/Female Business Enterprise (MFBE) is granted to businesses that are 51% owned, operated and controlled by a minority (*African-American, Asian-American, Hispanic, Native American*) or female.
- A vendors' certification status is valid for a two (2) year period with a required renewal
- Certification as MFBE is accepted by GMSDC, WBENC & City of Atlanta
- Certification applications can be completed online at https://fultoncountyga.diversitycompliance.com/

SBE CERTIFICATION

- Certification as a Small Business Enterprise (SBE) is granted to businesses that are 51% owned, operated and controlled by size standards established by the certifying agencies.
- Fulton County accepts certification of SBE firms certified by the City of Atlanta.
- Fulton County accepts certification of SBE firms certified by the Small Business Administration (SBA).

DBE CERTIFICATION

- Disadvantaged Business Enterprise (DBE) firms are based on size standards
- Certification as a DBE for federally funded projects are certified by the Georgia Department of Transportation (GDOT)
- Fulton & GDOT have a certification agreement

SERVICE DISABLED VETERAN BUSINESS ENTERPRISE

- Certification as a Service Disabled Veteran Business Enterprise is granted to businesses owned and controlled by one or more individuals who are disabled as a result of military service and honorably discharged.

- Suppliers, contractors and consultants currently certified by VETBIZ (a division of the U.S. Department of Veteran Affairs), www.va.gov/osdbu as SDVBE will be granted certification by completing the County's online application and providing proof of such designation along with a current business license.

RECIPROCITY

Fulton County has entered into a partial reciprocity agreement with the Greater Women's Business Council (GWBC), and the Georgia Minority Supplier Development Council (GMSDC) which allows vendors to complete applications for MFBE certification using a streamlined process.

Qualifying contractors, consultants and suppliers must complete the County's online application, submit a current business license and certificate of certification from the issuing agency.

CERTIFICATION

Web Address:

https://fultoncountyga.diversitycompliance.com

CONTACT US

Thank you for your interest in
Doing Business with Fulton County Government.

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