

Dear Vendor:

Please be advised that effective January 1, 2019, Nassau County no longer requires vendors to pay a fee to register as a vendor to participate in County solicitations on its electronic bid boards. The County will continue to require vendors to be registered and identify the commodity categories of interest to ensure that vendors are notified of all potential offerings of interest. The vendor registration fee, which previously was required for a vendor to receive notice of bids, download bid documents, and submit bid responses, has been replaced with a progressive fee schedule for contract awards in excess of \$10,000. This change will allow all vendors the opportunity to review specifications and present offers in response to County bid solicitations and will eliminate any charge to vendors interested in participating only in small purchase solicitations.

If you have previously registered with the County or have not yet registered, we ask that you please visit our website at <https://www.nassaucountyny.gov/> to do so free of charge. You can find the Vendor Portal Registration link by scrolling to the bottom of the page and looking in the lower righthand corner. Once you receive your username and password, **please remember to setup your NIGP (commodity codes) so that you can be alerted of bidding opportunities that apply to your company interests.** You can do so by following the same link above and choosing the Vendor Portal Login.

The County is committed to offering a transparent, efficient, competitive and inclusive procurement process open to all vendors interested in doing business with the County.

Please feel free to contact the Nassau County Help Desk at 516-571-HELP (4357), if you have any questions.