Dear <<Supplier>>:

Thank you for being a member of the Vendor Community for the District of Columbia. As you are receiving this email, you are currently a registere vendor for receiving Purchase Orders via our electronic procurement system. We have added a new addition to our procurement software which enables electronic solicitations. The new solicitation software will improve transparency of the available solicitations; decrease wasted time and effort in submitting paper bids; and increase the productivity of the District resources and our vendors.

WHAT DO YOU NEED TO DO?

All vendors need to register with the District to access the electronic solicitation site. As a registered vendor, we need you to inform us of your contact(s) responsible for responding to solicitations.

In order to create a user account, we need you to tell us who from your organization will be the main contact(s) to receive notifications for solicitations. Please access the form for entering your contact details here:

https://spreadsheets.google.com/viewform?formkey=dEVnSHEybHBldk1JUzZSNWg5bGtXa1E6MQ.

You will be asked to enter the following information:
- Company: EIN/Tax ID, Phone, Email, and Address
- User: User ID, Name, E-mail Address, and Phone

UPDATING YOUR PROFILE

You will be sent an email with a link to the electronic solicitation site where you will be asked to accept a site usage agreement; create a secure password; and update your profile. The profile update is essential for indicating for which type(s) of opportunities your company is interested in receiving notifications of upcoming electronic solicitations.

WHERE CAN I FIND DISTRICT SOLICITATIONS?

The Office of Contracting and Procurement (OCP) will continue to post the solicitations to the OCP Web Site. In addition, once you have registered, you will receive automated notifications of available solicitations based on your profiles' NIGP Codes.

A NEW OCP HELP DESK

Please direct all of your inquires to the OCP PASS Help Desk!

Our number is: **(202) 274 – 7277**
Or email to: **ocp.help@dc.gov**