

**2011 Vendor Training Session
Free**

**Milwaukee County Procurement Division
Vendor Training Session
November 11th, 2011
Wilson Senior Center
2601 W. Howard Ave**

The Milwaukee County Procurement Division registration for Vendor Training Session. If you are interested in attending complete the attached form and return it to: Milwaukee County Procurement Division, 901 N. 9th Street, Milwaukee, WI 53233, Room 308, Attention: Vendor Training. Please visit us at our website for additional.

Company Name: _____

Representative: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

Number of anticipated attendees: _____

Department of Administrative Services
Milwaukee County Procurement Division

Procurement Staff

Amos D. Owens—Purchasing Administrator

Willie L. Woods—Purchasing Manager

Anissa Perkins—Buyer II
414-223-8127

Sung Ye Jacobs—Buyer II
414-223-8128

Monica Mendez— Office Clerk

Diane Green
Administrative Specialist
Milwaukee County Purchasing Card Coordinator

Office Numbers

General Number 414-223-8100

Procurement Hotline—414-223-8111

Fax Numbers—414-223-8107/223-8124

Milwaukee County Procurement Division
901 N. 9th Street—Room 308
Milwaukee, WI 53233
Office hours: 8:00 a.m.—5:00 p.m.

Appointments with buyers are scheduled upon request.

**MILWAUKEE COUNTY DEPARTMENT
OF
ADMINISTRATIVE SERVICES**



**Milwaukee County
Procurement Division**

Bridging the Gap



414-223-8100

In an effort to strengthen our relationships with numerous vendors that currently provide goods and services to Milwaukee County, and to establish relationships with vendors interested in doing business with Milwaukee County,

Milwaukee County Procurement Division will be hosting a free Vendor Training Session. This training will be held: November 11, 2011 at the

Wilson Senior Center, 2601 W. Howard Ave, Milwaukee.

8:30—9:00 a.m. Registration. Check-In

9:00 a.m.—10:30 a.m. Training Session

This free session will explain in detail:

- The methods by which a vendor is selected to provide a service/commodities to Milwaukee County.
- How to effectively submit a bid.
- How bids/quotes/request for proposals (rfp's) are awarded.
- Who to contact in order to become a registered vendor.
- How to navigate on the Milwaukee County website.
- What is E-notify and how do I signup?

Listed above are just a few key points being offered to vendors at this session. We encourage vendors to register and attend.

You do not have to be registered with Milwaukee County or any other government entity in order to attend this training session



1. Q) What does it mean to be a registered vendor? A). Being a registered vendor means you are assigned a unique number which identifies you for purposes of payment and services rendered to County Departments.
2. Q) How do I register with Milwaukee County? A) Vendors may retrieve vendor packets from the Procurement website (www.county.milwaukee.gov). Scroll down and click on Business Opportunity Portal which will take you to a departmental page, scroll down and choose the Procurement option. The next options will be the vendor packet or E-notification portion. Print and complete application.
3. Q) What is E-Notify? A) E-notify is an electronic bid notification process which allows vendors to receive bids and other bidding information via email.
4. Q) Who do I contact if I'm interested in doing business with Milwaukee County? A) Your first point of contact should be one of the buyers with the Milwaukee County Procurement Division. The buyer will discuss with you the various methods by which purchases are made.
5. Q) Can any vendor participate in the bidding process? A) Yes
6. Q) Do you have to be a registered vendor before you can participate in the bidding process? A) No, but in order to be awarded a bid you would need to register with the Procurement Office by completing a vendor packet and receiving a vendor number.
7. Q) How can I find out the results of a bid after it has been awarded? A) After bid opening and the award is made, a bid tabulation for the bid will be posted on the Procurement website within five (5) business days of award. The award information will remain on the Procurement website for approximately 90 days.
8. Q) How would I go about viewing a previous bid? A) All Milwaukee County bids are available for review under the open records ordinance. Simply contact the Procurement Division requesting an appointment with one of the Buyers. Please have the bid commodity name and the bid number you are requesting to review .

Procurement Vision

Our vision is to be a pioneer of modern technology and fully utilize all available technology as we become paperless in the 21st century.

Procurement Mission

Our mission, within the scope of chapter 32, is to obtain goods and services for our customers which enhances the quality of life in Milwaukee County.

We have set our goals to strengthen vendor relationships and bridge the gap that has long hindered businesses from becoming a part of county purchasing.