Welcome Page

Welcome to the Montgomery County Inter-Agency Central Vendor Registration System!

This website is a collaborative effort from Montgomery County Government, Montgomery College, Montgomery County Public Schools, and Housing Opportunities Commission. It is the one-stop registration system for companies who are interested in providing goods and services to all 4 county agencies’ procurement offices. It allows potential vendors to create and maintain their subscriptions at no financial cost, ensuring county agencies always have up-to-date vendor information. Only the listed agents will receive your registration information. If you would like to register with other Montgomery County agencies, please register with them directly.

To ensure this system is successful, please update your company information when any changes occur.

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
Welcome Page Features

**MENU OF OPTIONS ON LEFT SIDE OF PAGE**

**VENDORS**

**LOGON:** Once you’re registered you can access the Self-Service Portal; Same function as LOGON (circled)

**REGISTER:** New Vendors are able to register with the CVRS; Same function as REGISTER NOW (circled)

**LOGOFF:** Once you have completed your session, LOGOFF

**SEARCH:** Allows you to search the CVRS database for registered Vendors

**SOLICITATION LISTINGS:**
Allows you to access solicitations posted by the four participating agencies.

**CONTACTS:**
Contact information for individuals that will be able to address questions/concerns with the CVRS.

**FAQs:**
Most frequently asked questions regarding the CVRS.

**LIVE SUPPORT:**
Gives you direct access to a helpdesk professional that will answer questions/concerns regarding the CVRS.

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration

REQUIRED INFORMATION:
1. LEGAL COMPANY NAME
2. TAXPAYER IDENTIFICATION NUMBER
3. PRIMARY NIGP COMMODITY CODE

NOTE: Legal Company Name and Taxpayer ID must match IRS records.

Only 1 NIGP Commodity Code is needed to begin registration... Vendors may add up to 100 Codes later in the registration process.

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.

MONTGOMERY COUNTY
Central Vendor Registration System

VENDORS
LOGON
REGISTER
LOGOFF
SEARCH
SOLICITATION LISTINGS
CONTACTS
FAQs
AGENCIES
LOGON
LOGOFF

DISCLAIMER

Company Legal Name must match the taxpayer ID on file with the IRS or your registration will be rejected.

Doing Business As or Trading As is not part of your Company’s Legal Name... You may add the “DBA” or “TA” names later in the registration process.
New Vendor Registration

MANDATORY INFORMATION:

1. Type of Organization
   - Corporation
   - Sole Proprietor
   - Non-Profit - 501(c)3

2. State of Incorporation/Registry

NON-MANDATORY INFORMATION:

1. Alternate Company Name (Doing Business As or Trading As)
2. Maryland Business License
3. Dun & Bradstreet (DUNS) Number
4. Website

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration

MANDATORY INFORMATION:

1. Site Name
2. Country
3. Street Address
4. City
5. County (if in Maryland)
6. Zip/Postal Code
7. Main Company Phone Number

NON-MANDATORY INFORMATION:

1. Fax Number
2. Toll Free/(800) Number

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration

MANDATORY INFORMATION:
1. Last Name
2. Phone Number
3. Email Address

NOTE: ALL COMMUNICATION WILL BE COMPLETED VIA EMAIL... ENSURE YOU ENTER YOUR EMAIL ADDRESS CORRECTLY.

NON-MANDATORY INFORMATION:
1. First Name
2. Suffix
3. Mobile Phone Number
4. Fax Number

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration
Self-Service Portal

Click HERE:
Check to see if your company meets the Local Small Business Reserve Programs (LSBRP) eligibility requirements.

SELF-SERVICE PORTAL:
Displays all information you supplied. All of the active fields are on the right.

- CHANGE NAME
- CHANGE INFO
- UPLOAD W-9
- SET CLASS/LSBRP/MFD
- ADD ADDRESS
- CHANGE/ADD CONTACT
- CHANGE (OR ADD) COMMODITY CODE

NOTE: VENDORS CANNOT CHANGE TAXPAYER ID. IF YOU MAKE A MISTAKE YOU WILL NEED TO CALL THE HELPDESK FOR ASSISTANCE.

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
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New Vendor Registration
W-9 Upload

Click UPLOAD W9:
Allows you to upload an electronic copy of your company’s W-9.

NOTE: Make sure your W-9 has been signed. Unsigned W-9s are considered incomplete and will NOT be accepted.
New Vendor Registration
W-9 Upload

NOTE:
If you do not have an electronic copy of your W-9, you may download it by clicking the HERE link.

The W-9 must be Saved, Completed, Printed, Signed, Scanned and then Uploaded. If you cannot Scan and Upload it can also be Faxed to 888-310-0858.

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration

W-9 Upload

NOTE:

By clicking the Browse button, you may search your computer for the saved copy of the W-9 and then upload it.

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration
W-9 Upload

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration
W-9 Upload

Click **VIEW W9**:

Allows you to review your uploaded W-9.

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
NOTE:
As mentioned... Your Legal Company Name must match the Taxpayer Identification Number on file with the IRS.

REMINDER: W-9 has to be signed and dated to be accepted.

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration
Business Classification/LSBRP/MFD

Click **SET CLASS/LSBRP/MFD** to register your business with the **Local Small Business Reserve Program (LSBRP)** and/or with the **Minority/Female/Disabled (MFD) programs**

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration
Business Classification - MFD

NOTE:

Once you select one or more of the MFD Program classifications you will need to add certifying agency information... The following is required:

- Certification Number
- Certifying Agency
- Expiration Date
- Upload a Copy of the Certification (if applicable)

All certification information provided will be verified with the appropriate agency.

**A link to each Certifying Agency’s website has been added for Vendor convenience.**

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration
Business Classification - MFD

NOTE:

Once you select one or more of the MFD Program classifications you will need to add certifying agency information... The following is required:

- Certifying agency
- Certificate Number
- Expiration Date

You also may upload a copy of your certification documentation by clicking the V/U/R button.

If the appropriate information is not supplied you will not be able to complete your registration.

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration
Business Classification - MFD

DISCLAIMER:
You need to add a copy of your certification (if applicable). If you are not able to upload a copy of the certification you have the ability to FAX to 888-310-0858.

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration
Business Classification - LSBRP

Click Register to find out if you are eligible and to complete the registration process for the Local Small Business Reserve Program (LSBRP).

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration
Business Classification - LSBRP

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.

DISCLAIMER:

Are you qualified for the LSBRP?
Requirements are on the next page.
New Vendor Registration
Business Classification - LSBRP
Qualifications

Eligibility for the LSBRP is determined by ownership type, location, number of employees and gross sales.

Ownership Eligibility
Independently owned businesses only; brokers and subsidiary businesses are not eligible.

Location
The business must have an operational base in Montgomery County.

Tax Eligibility
A federal tax number or W-9 in the name of the business is required.

Computer Requirements
1. Valid email address
2. Ability to electronically transmit required documents
3. Ability to electronically receive email and documents, including solicitations

Size and Sales Criteria
The size and annual revenue threshold for all business types were recently expanded to encourage greater participation by Montgomery County businesses. This chart presents the criteria for the different types of businesses.

<table>
<thead>
<tr>
<th>Business Type</th>
<th>Employee Limit</th>
<th>OR</th>
<th>Prior 3-Years Avg. Sales</th>
<th>Compliance Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail</td>
<td>30</td>
<td>OR</td>
<td>$5,000,000</td>
<td>Living Wage - MFD</td>
</tr>
<tr>
<td>Wholesale</td>
<td>30</td>
<td>OR</td>
<td>$5,000,000</td>
<td>Living Wage - MFD</td>
</tr>
<tr>
<td>Service</td>
<td>50</td>
<td>OR</td>
<td>$5,000,000</td>
<td>Living Wage - MFD</td>
</tr>
<tr>
<td>Construction</td>
<td>50</td>
<td>OR</td>
<td>$14,000,000</td>
<td>Prevailing Wage</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>40</td>
<td>OR</td>
<td>$14,000,000</td>
<td>Living Wage - MFD</td>
</tr>
</tbody>
</table>

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration
Business Classification - LSBRP

General Questions:
Business Type? Choose One.
- Wholesale
- Retail
- Manufacturing
- Service
- Construction

Answer Yes or No.
Are you a Broker other than real estate, investment or insurance sales?

Is the Business independently owned or operated?

Is the Business a subsidiary of another firm?

Is the Business dominant in its field of operation?

Is the physical Business location(s) only in Montgomery County?

Business Inception Date? Date the company was organized or incorporated.

Click NEXT

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration
Business Classification - LSBRP

LSBRP Certification - Part 2

Financial Information:

Number of employees on payroll?

Annual gross sales for the following 3 years?

Click NEXT

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration

Business Classification - LSBRP

NOTE:

Your LSBRP Self-Certification will NOT be validated without the following:

1. All acknowledgements checked
2. List of Owners/Partners provided
3. Completed Signature*

*Completing signature fields serves as your electronic signature verifying the acknowledgments and all information provided is correct.

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration
Business Classification - LSBRP

DISCLAIMER:

For you to become Fully Certified in the LSBRP, the following must be supplied:

1. Last fiscal year tax return
2. Lease for Montgomery County business location
3. State of MD Employer UI contributions

This information can be uploaded to the system via the UPLOAD buttons or by faxing information to 888-310-0858.

These forms are NOT essential for self-certification but will expedite full-certification process when it becomes necessary.

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration
Business Classification - LSBRP

NOTICE:
Once your LSBRP self-certification is complete your registration will note the completion and expiry date.

NOTE:
LSBRP certification are valid for 1 year from the date of completion.

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration
Business Classification - LSBRP

DISCLAIMER:
You must add a copy of your certification (if applicable). If you are not able to upload a copy of the certification, you must FAX to 888-310-0858.

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.

New Vendor Registration
Self-Service Portal

CHANGE:
Add/Update National Institute of Government Purchasing (NIGP) Commodity Codes, which are nationally recognized codes used to summarize the products and services you, the vendor, provide and public agencies purchase.
New Vendor Registration
Add/Update NIGP Commodity Codes

NOTE:
The CVRS can support up to 100 NIGP Commodity Codes.

If you know the commodity codes that corresponds to the products and services you supply you can add that code to each box.

If you need more help... Query NIGP Codes by clicking NIGP CODE LOOKUP/SELECT.

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration
Add/Update NIGP Commodity Codes

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration
Add/Update NIGP Commodity Codes

HINT:
NIGP codes can be searched using any word or term. The search function will run using any combination of the keywords entered.

Examples:
To find codes containing both gravel AND aquarium.
Enter +gravel +aquarium

To find descriptions containing gravel AND NOT aquarium.
Enter +gravel -aquarium

Using the wildcard of * (asterisk) is useful:

Example:
Entering roof* will find codes containing roof, roofer, roofing.

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration
Add/Update NIGP Commodity Codes

EXAMPLE:
SEARCH for: landscap*
Click GO

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
**New Vendor Registration**  
Add/Update NIGP Commodity Codes

**NOTE:**
Once the query has populated, you may click the corresponding box next to the commodity code. The codes will then automatically populate in your registration.

**EXAMPLE RESULTS:**

4 NIGP codes returned from the look-up... landscap*  
- 810-71  
- 906-56  
- 918-73  
- 988-52

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration
Add/Update NIGP Commodity Codes

The NIGP codes that you marked on the prior page have populated. To complete click **UPDATE**.

If you want to complete another search click **NIGP CODE LOOKUP/SELECT** again.

The existing codes will remain until you delete. You can complete as many NIGP searches as necessary without the worry of losing codes from prior searches.

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration
Self-Service Portal

Vendor registration is complete. Please review the company and contact information to ensure information provided is complete and correct.

Once completed click **CONTINUE**.
New Vendor Registration
Agency Selection

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration
Agency Selection

NOTE:
By selecting 1 or more of the agencies you are authorizing the CVRS to send your registration information to those agencies to be placed on their bidders lists.

You are required to select at least 1 of the participating agencies.

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration
Agency Selection

DISCLAIMER:
Montgomery County requires a copy of a signed Vendor W-9. Legal Company Name and Taxpayer ID must match IRS files exactly. If not, Vendor will be disqualified.

W-9s can be Uploaded to the CVRS, Faxed or Mailed.

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
New Vendor Registration
Registration Completion

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.

Montgomery County utilizes the Automated Clearing House method of payment, if interested click HERE for more information.

If complete click DONE.
New Vendor Registration
Confirmation Email

**IMPORTANT INFORMATION**

The confirmation email contains the following information:

1. CVRS Login Credentials
2. Links to print copies of CVRS & LSBRP Registrations
3. Contact information for EEPEX professional (for questions or concerns)
4. Contact information for Montgomery County Accounts Payable

For questions please utilize the LiveSupport option. For immediate help or Vendor ID/VIN retrieval call the helpdesk at 866-963-2898.
Customer Service Helpline
866-963-2898
Fax
888-310-0858

Contacts
Colin Dalzell
colin@eepex.com

Bryan Hill
bryan@eepex.com

“Right Services. Right Technology. Right Partners.”
Agency Contact Information

Accounts Payable
Montgomery County
101 Monroe St., Suite 804
Rockville, MD 20850
Phone: 240-777-8850
Fax: 240-777-8852
apsuppliermaintenance.finance@montgomerycountymd.gov

Lucille Linares
MCPS
850 Hungerford Drive
Procurement Room 16
Rockville, MD 20850
Phone: 301-279-3555
Fax: 301-279-4998
procurement@mcpsmd.org

Procurement Office
Housing Opportunities Commission
10400 Detrick Avenue
Kensington, MD 20895
Phone: 240-773-9345
purchasing@hocmc.org

Kizi N’Kodia
Montgomery College
900 Hungerford Dr., Room 110
Rockville, MD 20850
Phone: 240-567-5290
procure@montgomerycollege.edu

"Right Services. Right Technology. Right Partners."

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