



City/County/State Registrations – Why are they important?

One of the key parts of our CSP program is the City/County/State registrations. Almost every municipality has an online registration and bid system these days as technology continues to advance. These municipal governments on the city, county and state level will then publish all upcoming bids and projects that they are working on via these online registration systems. You can register for most of these without even having your business in the municipal area you are registering with. There are thousands of contracts at the state level and lower that will not be seen on federal bid sites. The benefit to you is that this can place your information in front of government purchasers at the local level as well as get you the bid information on local purchases that will have a lot less competition than large federal contracts.

Where do you find your local or other municipal registration portals?

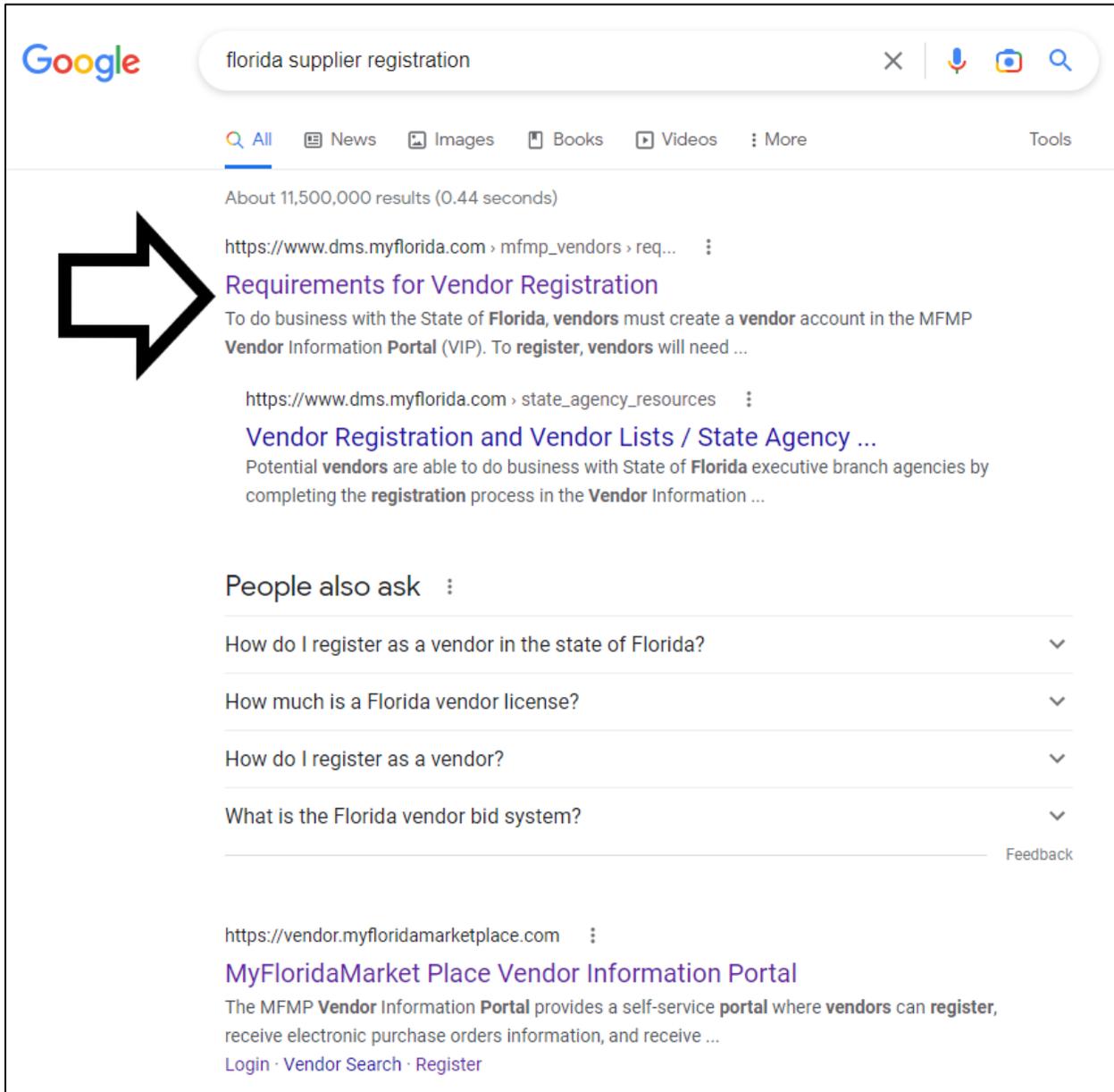
These registration portals are usually easy to find, and their instructions are clear. Let's look for one together. Let's say we live in the sunny state of Florida, where Select GCR is headquartered. Let's open a browser and search for the portal and information that we need. If you are searching for a city or county, it is recommended you put the state name in the search to prevent duplicates from another

The screenshot shows the Florida Department of Management Services website. The main content area is titled "Requirements for Vendor Registration" and lists the following information needed for registration:

- Company Name
- Federal Tax ID
- Tax Filing Name
- Business Location
- Commodities & Services Offered
- Certified Business Enterprise Status

A large black arrow points to the "Certified Business Enterprise Status" icon. The right sidebar contains "Vendor Resources" and "Foreign Vendors" sections. The "Foreign Vendors" section includes contact information for the MFMP Customer Service Desk: 888-377-6376 (Monday-Friday from 8:00 am-6:00 pm ET) before registering.

state showing up in your search. The search we use is “(State Name) Supplier Registration”, and you’ll get results that look like this:



The screenshot shows a Google search interface with the query "florida supplier registration". The search results are as follows:

- Search results: About 11,500,000 results (0.44 seconds)
- Result 1: https://www.dms.myflorida.com/mfmp_vendors/req...
Requirements for Vendor Registration
To do business with the State of **Florida**, **vendors** must create a **vendor** account in the MFMP **Vendor Information Portal (VIP)**. To **register**, **vendors** will need ...
- Result 2: https://www.dms.myflorida.com/state_agency_resources
Vendor Registration and Vendor Lists / State Agency ...
Potential **vendors** are able to do business with State of **Florida** executive branch agencies by completing the **registration** process in the **Vendor** Information ...
- Section: **People also ask**
 - How do I register as a vendor in the state of Florida?
 - How much is a Florida vendor license?
 - How do I register as a vendor?
 - What is the Florida vendor bid system?
- Result 3: <https://vendor.myfloridamarketplace.com>
MyFloridaMarket Place Vendor Information Portal
The MFMP **Vendor** Information **Portal** provides a self-service **portal** where **vendors** can **register**, receive electronic purchase orders information, and receive ...
[Login](#) · [Vendor Search](#) · [Register](#)

What should you do after you’ve found the registration portal?

We’ll look for what requirements are needed to begin the process, and as you can see, that’s the top link in the search. Let’s click on that top link and see what we need to perform the registration. As you can see, it is clearly and prominently displays what you need and where you need to go to perform the registration.

The area of the site you need to navigate to perform the registration is also right on this page:

The screenshot shows the Florida Department of Management Services website. At the top, there is a navigation bar with links for "DMS CUSTOMER SATISFACTION SURVEY", "SITE MAP", "CONTACT DMS", and "MYFLORIDAHOME". Below this is a header with the department logo and social media icons for Facebook, Twitter, and LinkedIn. A secondary navigation bar contains "Business Operations", "Workforce Operations", "Agency Administration", "Other Programs", "About Us", and "Opportunities at DMS".

The main content area is titled "Requirements for Vendor Registration". It includes a breadcrumb trail: "Florida Department of Management Services > Business Operations > State Purchasing > MyFloridaMarketPlace > MFMP Vendors > Requirements for Vendor Registration". Below the title, it states: "To do business with the State of Florida, vendors must create a vendor account in the MFMP Vendor Information Portal (VIP). To register, vendors will need the following information:"

Six requirements are listed with icons: Company Name, Federal Tax ID, Tax Filing Name, Business Location, Commodities & Services Offered, and Certified Business Enterprise Status. A large black arrow points from the "Vendor Information Portal (VIP)" link in the left sidebar to the "Requirements for Vendor Registration" section.

The left sidebar contains a search bar, a "Search" button, and a list of links under "MFMP Vendors": "Training for Vendors", "Requirements for Vendor Registration", "Transaction Fee and Reporting", "Vendor Forms", "Vendor Information Portal (VIP)", "Terms of Use", "Catalogs and eInvoicing", and "Helpful Links". At the bottom of the sidebar is a "Return to MyFloridaMarketPlace" link.

The right sidebar contains "Vendor Resources" with links for "Training for Vendors", "MFMP TV", and "Vendor eQuote and Sourcing Training", and "Foreign Vendors" with contact information for the MFMP Customer Service Desk: "866-352-3776 (Monday-Friday from 8:00 am-6:00 pm ET) before registering."

Once we click that link, we are taken to the page where we will perform the registration. Click on the link or button that says "Register".

The screenshot shows the "Welcome to the Vendor Information Portal" page. It features a heading "Welcome to the Vendor Information Portal" and a paragraph describing the MyFloridaMarketPlace (MFMP) system. Below the text are two buttons: "Login" and "Register". A large black arrow points from the right towards the "Register" button. To the right of the text is a circular image showing a cityscape at sunset with a church steeple in the foreground.

This will take you to the area where you fill in your information. Here is an example, the first page of the Florida State Registration portal, there are several more pages, but they all look basically like this with lots of boxes of information to fill in.

Register as a Vendor

To complete the vendor registration process, you are required to input various information about your company, including general business, address, and contact information. You can view the requirements for registering as a vendor by visiting the [vendor registration requirements list](#).

New Vendor Registration

Required

▼

Required

Required

Required

Already Registered? [Login Here.](#)

Go through all the steps and fill in the needed information to complete your registration!

What are some common requirements so you can be ready to register for multiple municipalities?

If you would like to be sure that you have the correct information before you start to look for and perform these registrations, here are some of the most common requirements:

- Signed W9
- TAX ID Number
- Company Address/Contact Information
- Copies of Insurance Certificates (General Liability etc.)
- Copies of Diversity Certificates (e.g., MBE, WOSB, VOSB)
- Commodity/Supplier NIGP codes (the portal usually has a search feature to find which ones apply to your business, if not, an official list is held here
https://ocp.dc.gov/sites/default/files/dc/sites/ocp/page_content/attachments/nigplist.pdf)

With the above information, you should be able to register with >90% of municipal governments.

Conclusion

In this document, we've explained the importance of municipal registrations, how to find your local municipal government registration sites, how to perform the registration, and what requirements are commonly found on municipal registrations. Registering your business with as many local government websites is another great avenue for bids and opportunities for your business. We wish you good luck in your journey in government contracting! Happy Bidding!