

# Doing Business with Orange County Public Schools

The Orange County Public Schools has the following tips for you to work with government entities.

1

**Register** with Orange County Public Schools  
[www.procurement.ocps.net](http://www.procurement.ocps.net)



2

**Register** your business with OCPS **Vendorlink**  
Procurement solicitations site  
[www.vendorlink.ocps.net](http://www.vendorlink.ocps.net)



**Choose** the commodity codes that fit your business.  
**EXAMPLE:** Computer Software (#20800)



**Opt in** to receive free email opportunities based on your chosen commodity codes.



**Orange County Public Schools**

3

## Register

Small Business Enterprises

If you are a woman, veteran or minority small business owner, Register with the Office of Business Opportunity at [www.obo.ocps.net](http://www.obo.ocps.net)

## Discover

- Agency formal procurements > \$50,000
- Vendors receive notice on their chosen commodity codes.
- Resource documents including pre-submittal meetings, agency decisions, and more



## Submit a Response



- Review bid specifications
- Attend Pre-Bid Meeting
- Prepare bid response
- Submit response based on the required format and timeline
- Attend Shortlist Meeting

## Get the Job

- Check Vendorlink to see if your company is awarded the job.
- If so, follow the bid response specifications, timelines, and budget to complete the work.





# Orange County Public Schools

## SUPPLIER DIVERSITY CERTIFYING AGENCIES

The Office of Business Opportunity accepts minority and women business enterprise (MWBE) certificates from the agencies listed below. The Office of Business **does not** certify MWBE's.

The Office of Business Opportunity is located at:  
6501 Magic Way Bldg. 101 F,  
Orlando, FL 32809  
407-317-3739

### LDB Certification

The Office of Business Opportunity accepts local developing business (LDB) certificates from the Greater Orlando Aviation Authority. The Office of Business Opportunity also certifies LDBs. To apply for certification, submit to our office a completed copy of the checklist and application, including the personal net worth form, if applicable. Please visit our web site for copies and detail information at <http://www.obo.ocps.net>

### MWBE Certification

#### Orange County Government

Purchasing and Contracts Division  
(407) 836-7317  
[www.orangecountyfl.net/](http://www.orangecountyfl.net/)

#### City of Orlando

Minority and Women Business Enterprise  
(407) 246-2623  
<http://www.cityoforlando.net/mwbe/>

#### State of Florida (For MWBE & VBE)

Office of Supplier Diversity  
(850) 487-0915  
[www.osd.dms.state.fl.us](http://www.osd.dms.state.fl.us)

#### Florida State Minority Supplier Development Council (FSMSDC)

(407) 404-6700  
<http://www.fsmsdc.org/>

#### Women Business Enterprise National Council (WBENC)

407-835-3744  
<http://www.wbenc.org>

#### National Minority Supplier Development Council (NMSDC)

(212) 944-2430  
<http://www.nmsdc.org>

Greater Orlando Aviation Authority (GOAA)  
(For MWBE & LDB) Small Business Development  
(407) 825-7134  
<https://goaa.diversitycompliance.com/>

### VBE Certification

#### Department of Veterans Affairs Center of Verification & Evaluation (CVE)

866-584-2344  
<http://www.va.gov/osdbu/>



### Procurement Services

#### Monthly Series: "Doing Business with OCPS Workshop"

At this FREE workshop you will learn about OCPS business opportunities, find out about the district's minority/woman-owned, small business and veteran owned business programs, walk thru the Vendor Registration process, get questions answered from Procurement, and Continental Breakfast provided by Panera Bread. If you would like to attend to one of our workshop, please visit our Web Page [www.obo.ocps.net](http://www.obo.ocps.net) and click on **Calendar of Events** to register.