

## Purchasing FAQs

### **I am already registered as a vendor with Dallas County, do I need to register in the new supplier platform?**

On May 1, 2023, Dallas County transitioned from a third-party solution which notified suppliers who selected commodity codes of the County's business opportunities, the County now has its own supplier self-service platform. If you are an existing supplier with Dallas County, there will be **no need** to register, but you must go to the webpage to click on the link that reads "Already Registered." If you have never done business with Dallas County, we welcome you register online. Existing suppliers and new suppliers can go to [www.dallascounty.org/supplier](http://www.dallascounty.org/supplier) to get started. Once you go to the webpage all instructions are provided.

When ready to make your supplier profile updates, please click on this link [www.dallascounty.org/supplier](http://www.dallascounty.org/supplier). Once in your supplier profile, update the following information as necessary:

- Contact name
- Address
- Phone number(s)
- Email address
- Banking information
- Select commodity code(s) that best represent the goods/services you offer

### **Who do I contact if I am having difficulty with the registration process?**

If you have any questions, please contact the Dallas County Supplier Governance Team at: [suppliersupport@dallascounty.org](mailto:suppliersupport@dallascounty.org)

### **How do I know that my registration was successful?**

The supplier will receive an email requesting to complete registration and establish log in credentials.

### **How do I receive notices of Dallas County business opportunities?**

During the registration process a supplier must select commodity codes if they wish to receive business opportunities. Commodity codes are used by the Purchasing Department to notice suppliers when a business opportunity is published online.

### **Do I receive business opportunities regardless of the commodity code I select?**

No. The supplier must select the commodity code(s) that best represent the goods and/or services they offer. The more commodity codes the supplier selects, the greater the chance of being notified of a business opportunity.

The Purchasing Department uses the commodity code(s) that best represent or describes the goods and/or services the County is seeking to purchase. When a commodity code(s) is selected by the Purchasing Department to solicit goods and/or services and the commodity code(s) matches the commodity code(s) a respective supplier has selected in their profile, and the supplier has a current email, the supplier will receive an email notification of the Dallas County business opportunity.

### **How do I know whether I'm the selected/awarded supplier to provide the goods and/or services?**

When a supplier is selected as the recommended awardee for an Invitation for Quote, Invitation for Bids, Request for Proposals, or Request for Qualifications, the recommended supplier will receive an email notification from the County's automated system and/or the Buyer informing the supplier of the recommendation, award, and/or the next steps.

### **What is the difference between an Invitation for Quote, Invitation for Bids, Request for Proposals, or Request for Qualifications?**

The County's purchasing process and requirements are governed by Texas State statutes and Dallas County policies. Each type of solicitation is a different procurement method, process, and used in various procurement requirements. For example:

- **Invitation for Quote (IFQ)** – Used for the purchase of general goods and services under \$50,000. This process allows the County to request informal quotes from suppliers by means of, but not limited to, phone, fax, and/or email. This method is awarded through delegated authority given to the Dallas County Purchasing Agent, who is the Director of the Purchasing Department.
- **Invitation for Bids (IFB)** – Used for the procurement of general goods, services and construction greater than \$50,000. This method of procurement requires formal specifications, advertising, and the submittal and receipt of sealed bids. These bids must meet a public bid opening process and a recommendation to Commissioners Court for award. This method of procurement is awarded to the lowest responsive and responsible bidder. RFB's are subject to the County's "Active Solicitation" policy, Dallas County Purchasing Manual Section 4, page 19.
- **Request for Proposals (RFP)** – Used for the procurement of general goods, services, technical goods and services and projects with higher level of complexity. This method of procurement requires formal specifications and/or scope of work, advertising, and the submittal and receipt of sealed proposals. The proposal process

must meet a public proposal opening which requires the County to open proposals in a manner that does not reveal the contents of the proposal. Proposals are required to remain confidential for the duration of the process and comply with the "Active Solicitation" policy, Dallas County Purchasing Manual Section 4, page 19. This method of procurement includes an evaluation, scoring, negotiation (with the highest ranked proposer(s)) process and an award recommendation to Commissioners Court.

- **Request for Qualifications (RFQ)** – Used to procure professional services as defined in the Texas Local Government code 2254. This method of procurement requires an agency to conduct a two-step evaluation process which includes an evaluation to consider the most qualified respondent(s) based on an evaluation by committee. The first step does not consider price in the evaluation process, pricing is negotiated in the second step. This method of procurement also requires a statement for qualifications, scope of work, advertising, and the submittal and receipt of sealed qualifications. This process must meet a public qualification opening which requires the County to open statements of qualifications in a manner that does not reveal the contents of the submittal. RFQ's are required to remain confidential for the duration of the process and comply with the "Active Solicitation" policy, Dallas County Purchasing Manual Section 4, page 19. This method of procurement includes an evaluation, scoring, negotiation (with the supplier(s) deemed most qualified) process and an award recommendation to Commissioners Court.

### **I've been awarded a contract by the County; how do I register for payment?**

If you are an existing supplier with Dallas County, there will be **no need** to register, but you must go to the webpage to click on the link that reads "Already Registered." If you have never done business with Dallas County, we welcome you register online. Existing suppliers and new suppliers can go to [www.dallascounty.org/supplier](http://www.dallascounty.org/supplier) to get started. Once you go to the webpage all instructions are provided.

The supplier will work with the County Purchasing Department staff and Accounts Payable staff to become a spend authorized supplier.

### **How long does the County take to pay an invoice?**

The County shall pay the invoice in net 30 days once a correct invoice has been submitted.

### **I'm submitting a solicitation response as the prime supplier/contractor, do I have to comply with the County Small Business Enterprise policy?**

The County is committed to including small business enterprises in all contracting opportunities. A contractor must comply with the County's small business enterprise policy by subcontracting with small business enterprises when a commercial useful opportunity exists, or the prime must demonstrate a good faith effort.