



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

December, 2015

Dear Vendor:

We understand that you or your company may be interested in providing service to Washington County, Maryland government. This is to inform you of major changes that were enacted in the way the Washington County Purchasing Department and the Division of Engineering & Construction Management notify potential bidders, and in how solicitations are distributed.

Effective January 1, 2009 the County ceased making individual notifications and most newspaper advertising of bidding opportunities unless required by funding sources.

The Washington County Purchasing Department and the Division of Engineering & Construction Management continue to post their formal solicitations exceeding the formal bid threshold (presently \$50,000.00) as established by the Code of the Public Local Laws of Washington County, Maryland on the internet at their respective web pages as follows: <http://www.washco-md.net/purchasing/invitations.shtm> and http://www.washco-md.net/eng_constr/con_invitations.shtm as well as on the State of Maryland's "eMaryland Marketplace" (eMM) website at <https://emaryland.buyspeed.com/bs/>. The County also posts informal solicitations (\$10,000.01 - \$49,999.99) to these sites. To receive e-mail bid notification through eMM, vendor registration is encouraged and required on the State's eMM site. Vendors will receive instant, automatic notification via e-mail when a procurement opportunity is issued by the County as well as State of Maryland buying organizations in your area of interest based on the commodity codes selected by you or your company for your vendor profile. In addition, as of July 1, 2007 fees were no longer associated with contracts awarded by the State through the eMM site.

The changes outlined above provide vendors free, convenient, and immediate access to solicitations and eliminated the need to obtain hard copy solicitation packages from neither the Washington County Purchasing Department nor the Division of Engineering & Construction Management as well as the State of Maryland (except in those cases where solicitation packages are too large or complex to allow posting them or if there is a need to charge a fee for a hard copy).

Should you have any questions, need help using the State's eMM website, or experience any technical problems in accessing the information or services contained within the eMM Portal, please email your question or comments to eMM's customer service center at (emaryland@dgs.state.md.us). Call eMM Help Desk: 410-767-1492 (Weekdays 7:30 a.m.-5 p.m.). Call the Department of General Services (DGS) toll-free: 1-800-449-4347 (Weekdays 7:30 a.m.-5 p.m.), Press "3" – "Procurement Department Including EMaryland Marketplace and Small Business Programs"; TTY users: Call via the MD Relay at 7-1-1.

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Should you have any questions regarding access to or use of Washington County's website, or questions regarding this notice, please contact me at 240-313-2330 or at kluther@washco-md.net; please include your phone number should you wish or need to be called. Thank you for your cooperation in this process. The Washington County Purchasing Department and the Division of Engineering & Construction Management look forward to continuing our relationship with all of our vendors in this efficient and mutually beneficial way.

Sincerely,

A handwritten signature in black ink that reads "Karen R. Luther". The signature is written in a cursive style with a large, flowing initial "K".

Karen R. Luther, CPPO

Director of Purchasing