

To All Suppliers:

Thank you for your interest in doing business with Multnomah County. This guide will help you find and respond to Multnomah County business opportunities in order to partner with the County to meet the diverse needs of its citizens.

WHAT IS NEW

Multnomah County has launched a new online e-procurement service to distribute and receive information about bidding opportunities. This online service is branded as Multco Marketplace or MMP for short. Emails and notices from this system will be labeled with this branding and should be easily recognizable.

WHAT WE NEED FROM YOU

To participate in future opportunities with Multnomah County, suppliers must be registered in Multco Marketplace. Registration is available on Multnomah County's public website under the Bid & Proposal link or at <https://multco.us/purchasing/multco-marketplace-supplier-portal>.

Please note, the portal shows opportunities at Multnomah County only and is not affiliated with any other government agency.

If you require assistance during the registration process, you may contact tmmarketplacesupport@multco.us or call Central Purchasing at 503-988-5111

Please ensure that all members of your company who respond to business opportunities are aware of the registration access. It's best to create and share only one registration per company.

During the registration process, you will have the opportunity to choose categories for the products or services that match your company's area of business. The codes and keywords that you choose will allow your company to stay informed of relevant opportunities. Once your business is registered, you will be automatically notified of opportunities that match the categories, commodity codes and keywords you selected.

BENEFITS OF REGISTRATION

Once you have completed your Multco Marketplace registration, you will be able to securely respond to opportunities online. You will also automatically receive email notification regarding additional information or answers to questions.

Supplier Guide to Doing Business with Multnomah County

The County purchases supplies, equipment and services (including public improvements and professional services) necessary to operate and support jails, health clinics, office buildings, libraries, animal services, elections and law enforcement.

Suppliers are encouraged to review the "[How to do Business with the County](#)", The "[Sustainable Purchasing](#)" page and the "[Vendor Resources](#)" pages of Multnomah County's public website to find information related to County needs, goals and aspirations to assist you in Sourcing event responses.

[CHAPTER 279A, B AND C](#) of the State of Oregon Statutes governs all public purchasing in the state. Multnomah County Public Contract Review Board ([PCRB](#)) Administrative Rules and county Administrative Procedures guide specific County purchases and exemptions. These laws and rules are to assure that business conducted with vendors is fair, ethical and competitive. The following are methods of County purchases.

EVENT TYPES

Intermediate/Informal

These are conducted by county departments and have an expected spend of no more than \$250,000. They may be awarded by low price or high score or some combination. These sourcing events may be for goods or services or a combination of both. Specifications and award decisions are not protestable.

Formal

These are conducted by Central Purchasing on behalf of county departments and have an expected spend of greater than \$250,000. They may be awarded by low price or high score or some combination. These sourcing events may be for goods or services or a combination of both. Formal Sourcing event specifications and award decisions may be protested.

Electronic Issuance of Solicitation & Electronic receipt of Responses

Using Multco Marketplace, Multnomah County will advertise, distribute and receive sourcing events. standard response submission will be required by electronic submission and due at the advertised closing time.

Sourcing Event Instructions & General Provisions

Each sourcing event will include a set of instructions and general provisions. Prospective suppliers should pay close attention to these instructions and general provisions. Sourcing event instructions are unique by event and should have precedence over any general instruction such as this one. Failure to follow sourcing event instructions or provisions may lead to a bid or proposal being declared nonresponsive.

Bid Opening & Award

Tabulation of bids will be posted to the online sourcing event. Our general business practice is to have this posted within 30 minutes of bid closing. Award notification to supplier will be sent from and available in the Supplier portal.

Common Terms/Multco Marketplace Terms

- **Contractor** - An entity with whom the County has a current contract.
- **County** - Multnomah County.
- **Formal** - A solicitation or sourcing event that may exceed value over \$250,000 over the course of 5 years.
- **Intermediate** - A solicitation or sourcing event that is expected not to exceed \$250,000 over the course of 5 years.
- **Jaggaer**- The software provider of Multco Marketplace
- **Multco Marketplace (MMP)**- Multnomah County's on-line e-procurement, Supplier Portal, Sourcing and Contracting system.
- **Proposal/Response** - A response to a Request for Proposals/Request for Programmatic Qualifications.
- **Response** - Suppliers submitted Bid or Proposal.
- **Sourcing Event** - Any process in which Multnomah County solicits bids or proposals from suppliers.
- **Suppliers** - Person or organization that provides a product or service
- **Supplier Portal**- A module within Multco Marketplace for the Supplier to register and participate in business opportunities with the County.