

Updated Vendor Requirements

The following information is to help vendors understand the updated requirements that are required to do business with the Howard County Public School System (HCPSS).

1) **BUSINESS REGISTRATION**

Consultant/Contractor that are Maryland businesses must be in good standing with the State Department of Assessments and Taxation. Your business status can be verified at <https://egov.maryland.gov/BusinessExpress/EntitySearch>.

Pursuant to the Corporations and Associations Article of the Annotated Code of Maryland, businesses created in a state other than Maryland must register or qualify with the State Department of Assessments and Taxation (SDAT) before doing business in Maryland. Consultant/Contractor should contact the SDAT directly to determine their registration requirements: <https://dat.maryland.gov/Pages/default.aspx>

Registration with the Department of Assessments and Taxation will provide a Department ID number. This number is required to receive a contract from HCPSS.

2) **eMaryland MARKETPLACE ADVANTAGE REGISTRATION**

Contractors are required to register on eMaryland Marketplace Advantage at <https://procurement.maryland.gov/>. Maryland law requires local and state agencies to post award notices on eMaryland Marketplace Advantage. This cannot be done without the contractor's self-registration in the system. Registration is free. Failure to comply with this requirement may be considered grounds for default. It is recommended that any interested vendor register with eMaryland Marketplace Advantage regardless of the award outcome for this procurement as it is a valuable resource for bid notification for municipalities throughout Maryland.

Registration with eMaryland Marketplace Advantage will provide an ID number starting with SUP. This number is required to receive a contract from HCPSS.

3) **HCPSS SUPPLIER REGISTRATION**

Contractors are required to register with HCPSS as a Supplier at <https://purchasing.hcpss.org/node/2387>. On this website there are links for new and existing suppliers.

Registration with HCPSS will provide an ID number starting with S. This number is required to receive a contract from HCPSS.

If you have any questions, please contact the Office of Purchasing at 410-313-6644 or email at Purchasing@hcpss.org.