

Doing Business with the State of Florida

The Florida Department of Management Services has the following tips for you to work with state government entities.

1

Register with the Florida Department of State, Division of Corporations (www.sunbiz.org).



2

Register your business with the



Vendor Information Portal (VIP).

Choose the commodity codes that fit your business.

EXAMPLE

Motor Vehicles
25101500



Opt in to receive free email notifications of business opportunities based on your chosen commodity codes.



3

Vendor Bid System (VBS)

- Agency formal procurements > \$35,000
- Vendors receive notice on their chosen commodity codes.
- Resource documents including grant information, agency decisions, and more.

4

MyFloridaMarketPlace

- Informal eQuotes <\$35,000 or utilizing a State Term Contract
- Vendors receive notice when selected by the agency to supply quotes.

TIPS

Submit a Response

- Review bid specifications
- Prepare bid response
- Submit response based on the required format and timeline



Get the Job

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



FLORIDA DEPARTMENT of

management SERVICES

We serve those who serve Florida

Certified Business Enterprises

If you are a woman, veteran or minority small business owner, visit the Office of Supplier Diversity Web page at www.dms.myflorida.com/osd to see if you are eligible to become a certified business enterprise with the state.