



<https://vendorlink.sarasotacountyschools.net>

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## **Vendor User Manual**

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# **1. INTRODUCTION**

The concept of the VendorLink web application is to go beyond simply providing vendor registration and solicitation information. The VendorLink web application provides management of vendors, their commodity codes, local/minority owned programs, solicitations, contracts, email notifications, user, and content management.

## **1.1 PURPOSE**

The intent of the VendorLink web application is to allow government procurement officials to manage their solicitations, contracts, and vendors. Standard functionality includes comprehensive search and reporting capabilities as well as document upload and customization of email notifications.

For vendors as well as staff, the application utilizes the common coding system established by the National Institute of Government Purchasing (NIGP) to properly identify the products and services required for categorization of solicitation documents.

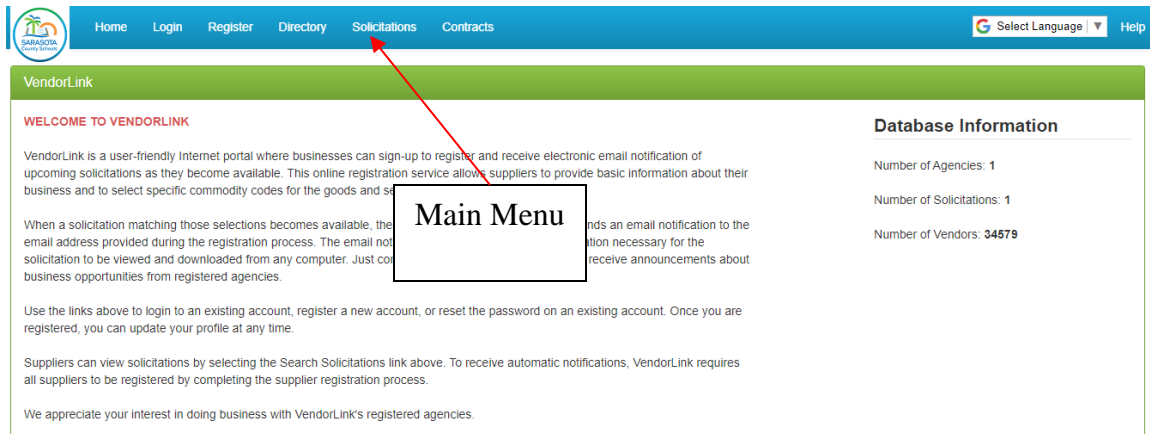
## **1.2 TARGET AUDIENCE**

This manual is designed to provide Vendors with a tool to utilize the VendorLink web application effectively and efficiently.

## **1.3 ARCHITECTURE AND NAVIGATION**

The user interface architecture of the VendorLink web application is very simplistic, which makes it extremely user-friendly and easy to navigate. Most of the navigation through the site is performed in the top center of the web pages.

Once the user is logged in and depending on the role assigned, the links provided on the menu will vary.



## 2. FEATURES

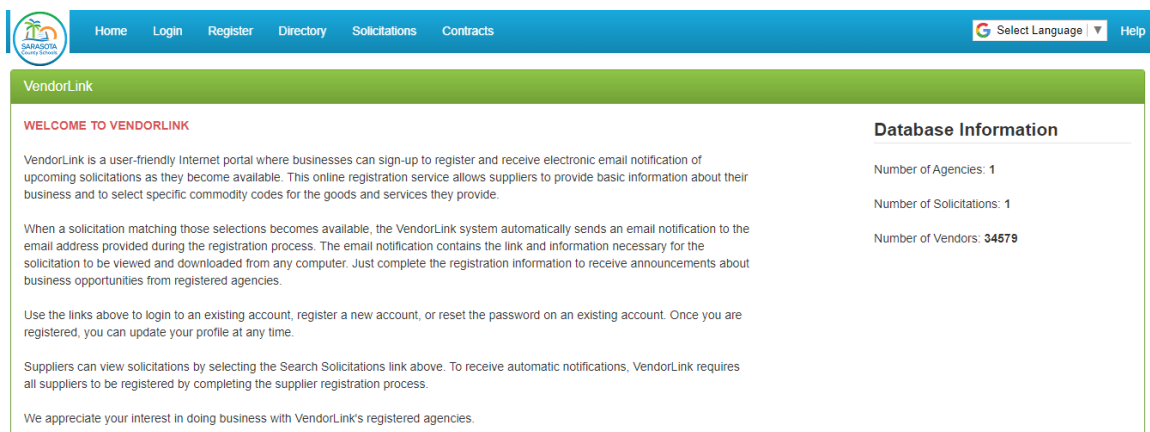
The VendorLink web application contains a list of features/sections which are listed based on a user's role in the VendorLink system.

### 2.1 VISITOR ACCESS

VendorLink users which have not been assigned an account or have not registered as a vendor are considered visitors to the site. This role does not use a username and password to access features located in the system.

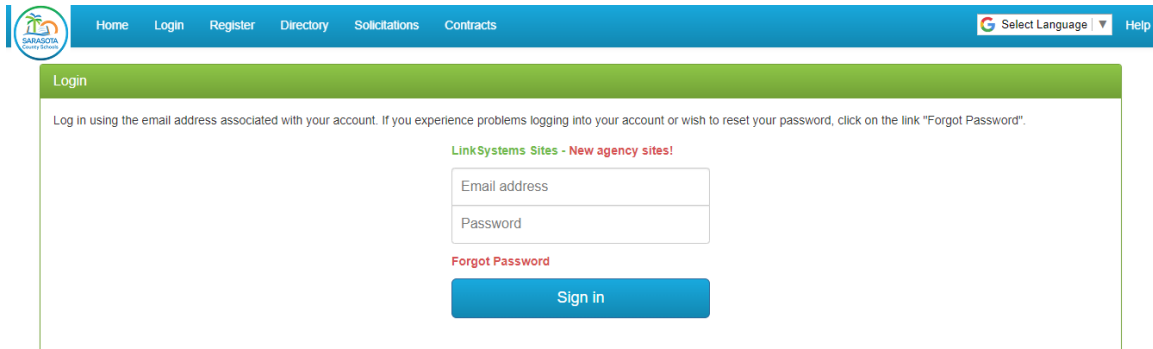
#### 2.1.1 HOME

The VendorLink home page contains the main navigation links in the top center of the web page.



### 2.1.2 LOGIN

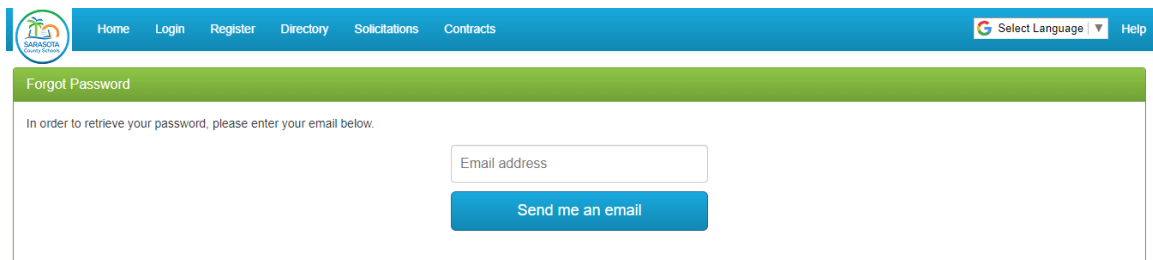
For users that have registered as a vendor or been assigned an account, the login page is the point of entry to access internal web pages. The username consists of the email used to create the account. Once you have signed in, your main navigation menu will change to reflect your account access.



The screenshot shows the VendorLink Login page. At the top is a blue navigation bar with the Sarasota County Schools logo on the left and links for Home, Login, Register, Directory, Solicitations, and Contracts in the center. On the right of the bar are links for Select Language and Help. Below the navigation bar is a green header with the word "Login". The main content area has a light green background and contains the following text: "Log in using the email address associated with your account. If you experience problems logging into your account or wish to reset your password, click on the link 'Forgot Password'". Below this text is a link that says "LinkSystems Sites - New agency sites!". There are two input fields: "Email address" and "Password". Below the password field is a link that says "Forgot Password". At the bottom of the form is a blue button that says "Sign in".

### 2.1.3 FORGOT PASSWORD

A user that might forget their password can have a password generated for them. An email will be sent to the user's email account containing the new password.



The screenshot shows the VendorLink Forgot Password page. At the top is a blue navigation bar with the Sarasota County Schools logo on the left and links for Home, Login, Register, Directory, Solicitations, and Contracts in the center. On the right of the bar are links for Select Language and Help. Below the navigation bar is a green header with the words "Forgot Password". The main content area has a light green background and contains the following text: "In order to retrieve your password, please enter your email below." Below this text is an input field for "Email address". At the bottom of the form is a blue button that says "Send me an email".

### 2.1.4 REGISTER

Vendors that want to receive automatic email notifications from the VendorLink application must register on the VendorLink site. To register, a vendor **MUST** complete the required items listed with a red asterisk. Once all the items have been entered, a terms and conditions pop up will appear. In order to register, a vendor must accept the agency(s) terms and conditions of their selected agency(s). After acceptance, the vendor will be registered and automatically logged into the VendorLink system. Each of the

sections on the registration pages (**Contact Information, Company Information, Commodity Codes, Agency Registration**) are further defined in the Vendor manual.

**Step 1 of 4** Enter all required information on each page before clicking on the Next button at the bottom of the page. \*Denotes a required field.

If you're not able to complete the registration process at this time, you can return by clicking on the [Login](#) link above and log in using the Email Address and Password entered on this page (Register - Contact Information).

Enter your user information. Your username will be the email address you enter below. Additional contacts can be added after you have registered however the email address below will be the only one used for the account.

**Enter the required information in each section**

First Name\*

Last Name\*

Position

Address\*

Country\*

State/Province\*

County\*

City\*

Zip\*

Email Address\*

Confirm Email\*

Phone Ext

Fax

Fax Ext

Mobile

Toll-Free Phone

Toll-Free Ext

Authorized Signatory for Submittals in Response to Agency Solicitations?\*

☐ Yes ☐ No

Authorized Signatory for Agreements/ Contracts?\*

☐ Yes ☐ No

Password\*

Confirm Password\*

## 2.1.5 DIRECTORY

The Directory is a searchable directory containing all registered vendors in the VendorLink system. In order to search by commodity codes (NIGP codes), license type or certifications, first click on the Advanced Search bar. To search by commodity codes, select either the Search Codes tab or Browse Codes tab. A list of commodity codes will appear in the top box after a search or selection is made. Mark the checkboxes in the box, then click on the Select Commodity Codes button to move them to the second box. Click on the button Search Directory to run the vendor directory query.

Directory

Search the Vendor Directory by entering the selected search terms and clicking on Search Directory.

Name of Business Entity or Individual First Name Last Name City

Country State County Zip

Email Tax ID Number Phone

Advanced Search

Certification Type

- ☐ Certified Minority or Woman-owned Business Enterprise (CMWBE)
- ☐ Minority or Woman-owned Business Enterprise (MWBE)
- ☐ Certified Service Disabled Veteran-owned Business Enterprise (CSDVBE)
- ☐ Service Disabled Veteran-owned Business Enterprise (SDVBE)
- ☐ Small Business Enterprise (SBE)
- ☐ Veteran Owned Business Enterprise (VBE)

License State License Type

Search Codes Browse Codes

Find Commodity Codes

Commodity codes can be selected first

## 2.1.6 BID SOLICITATIONS (REQUEST FOR QUALIFICATIONS) OR CONTRACTS

If an agency elects to publicly display bid solicitations (Request for Qualifications) or contracts, those solicitations/contracts can be found by clicking on the **Bid Solicitations** or **Contracts** link in the navigation menu. The Agency dropdown lists will only contain agencies that have decided to make their solicitations or contracts available to the public. Public users can select the criteria to search for then click on the Search Solicitations or Contracts button. If results are returned, users may view the details of the solicitation or contract by clicking on the view button of the selected solicitation. Active Solicitation documents however cannot be accessed without first registering on the site and logging in to access the documents. Once the Solicitation moves past the Active Status, the documents can be accessed without registering on the site.

## 2.1.7 HELP

The VendorLink help web page contains both administrative and technical support contact information.

### Help

Help contact information is listed below.

[VendorLink Vendor Manual](#)

#### Technical Support

LinkSystems, LLC Support

[support@evendorlink.com](mailto:support@evendorlink.com)

Please include the following items when emailing Support:

- Name
- Company Name
- Phone Number
- Web address you are having a issue with (e.g. myvendorlink.com)
- Issue you are having



### **3.1 VENDOR ACCESS**

VendorLink users that have registered as a vendor have access to login into the VendorLink system. These users can access solicitations, contracts, and documents provided by the agencies they have registered with. If a vendor downloads a solicitation document, the vendor becomes a planholder of the selected solicitation and will be notified automatically if changes to the solicitation are made. Vendors that select commodity codes during or after the registration process will have their codes matched to the codes used in agency solicitations. These vendors will also be notified when a solicitation is broadcasted.

#### **3.1.1 HOME**

The VendorLink vendor home page contains the main navigation links in the top center of the web page. In addition, vendors can select to view solicitations and contracts from the **Quick Links** menu:

- **All Active Solicitations** - All bid solicitations (Request for Qualifications) that have the Active status can be found here. The list will only include bid solicitations (Request for Qualifications) from agencies the vendor has registered with.
- **Matching Active Solicitations** - Active bid solicitations (Request for Qualifications) whose commodity codes match the commodity codes currently selected by the vendor. The list will only include bid solicitations (Request for Qualifications) from agencies the vendor has registered with.
- **Solicitations for which I have been Notified** - Solicitations for which a vendor has been notified. This list includes all bid solicitation (Request for Qualifications) notifications, whether the bid solicitation (Request for Qualifications) is Active or not.
- **Solicitations for which I am a Planholder** – Bid solicitations (Request for Qualifications) for which a vendor has downloaded a document and been added as a planholder.

- **Solicitations for which I am a Bidder** – Bid solicitations (Request for Qualifications) for which a vendor has submitted an Online Bid/Quote through VendorLink or been added to the Bidder list by an agency staff user.
- **Solicitations for which I am an Awardee** - Solicitations for which a vendor has been added to the Awardee list by an agency staff user.
- **Contracts for which I am an Awardee** - Standalone contracts for which a vendor has been added to the Awardee list by an agency staff user.

To access an Active bid solicitation (Request for Qualifications) from Sarasota County Schools Construction Services, click on **All Active Solicitations**, then in the agency dropdown, select **Sarasota County Schools Construction Services**.

**All Active Solicitations** User: Vendor Support

The following solicitations are currently active. Please be aware of the various deadlines associated with solicitation. Select an agency from the list to view solicitations related to that agency.

Select an agency  
Sarasota County Schools Construction Services

Total: 1 [Convert to Excel](#)

Agency	Number	Title	Status	Due Date
Sarasota County Schools Construction Services	12345678	Construction Contract	Active	11/1/2022 1:30 PM

**Quick Links**

- All Active Solicitations
- Matching Active Solicitations
- Solicitations for which I have been Notified
- Solicitations for which I am a Planholder
- Solicitations for which I am a Bidder
- Solicitations for which I am an Awardee
- Contracts for which I am an Awardee

### 3.1.1.1 ACTIVE, MATCHING, NOTIFIED, PLANHOLDER, BIDDER, AWARDEE SOLICITATIONS AND CONTRACT AWARDEE

Vendors that select one of the seven options from the **Quick Links** menu will be able to view solicitations or contracts by clicking on the view button for the selected solicitation or contract. Vendors are able to download the list of solicitations by clicking on the **Convert to Excel** button. The list of agencies in the dropdown list depends on the agencies for which the vendor is registered with. This list can be modified by a vendor in the My Account, Agency Registration section.

**All Active Solicitations**

The following solicitations are currently active. Please be aware of the various details from the list to view solicitations related to that agency.

Select an agency  
Sarasota County Schools Construction Services

Total: 1 [Convert to Excel](#)

Agency	Number	Title	Status	Due Date
Sarasota County Schools Construction Services	12345678	Construction Contract	Active	11/1/2022 1:30 PM

**Quick Links**

- Solicitations
- Active Solicitations
- Solicitations for which I have been Notified
- Solicitations for which I am a Planholder
- Solicitations for which I am a Bidder
- Solicitations for which I am an Awardee
- Contracts for which I am an Awardee

After the solicitation is selected, documents may be downloaded by a vendor. Once a vendor downloads a document, they are **automatically** added as a **Planholder** of that solicitation. Solicitation planholders are notified of any changes to the solicitation via email. If a vendor would like to be removed from the planholder list, they will need to contact the bid solicitation agency or VendorLink Support.

**Documents**

Total: 2

Type	Name	Description	Created Date	File Type	
<input type="checkbox"/>	Request for Proposal	Plans Document.pdf	Plans	9/6/2022 5:52:44 AM	PDF
<input type="checkbox"/>	Addendum	Addendum 1.pdf	Addendum 1	9/6/2022 10:21:33 AM	PDF

[Download Multiple Files](#)

### 3.1.1.2 ONLINE QUOTE/BID (REQUEST FOR QUALIFICATIONS)

Some agency bid solicitations (Request for Qualifications) created by agencies will allow the vendor to submit their quotes/bids (qualifications) online through the VendorLink site. If the bid solicitation (Request for Qualifications) has the **Online Quote/Bid** selection set to **Yes**, two buttons will be displayed to the vendor at the top of the View Solicitation page – **Create a Quote/Bid** and **I wish to NOT submit a Quote/Bid** (These may change to **Edit my Quote/Bid** or **View my Quote/Bid** and **View my Non-Submission** depending on the selection made by the vendor). These buttons will only be available when the bid solicitation (Request for Qualifications) is **Active**.

The selected solicitation details are below. For those Request for Quote and Invitation to Bid solicitations which have been marked as an Online Quote/Bid, the system will allow you to create/edit and submit an online quote. If you wish to not submit a quote/bid on these Online Quote/Bid solicitations, click on the "I wish to not submit a quote" button.

Close

Create a Quote/Bid I wish to NOT submit a Quote/Bid

Agency	Sarasota County Schools Construction Services
Status	Active
Fiscal Year	2022
Primary Contact	Agency Admin
Secondary Contact	
Tertiary Contact	
Title	Construction Contract
Number	12345678
Type	Request for Proposal
Online RFQ/RFP	Yes

Online Quote/Bid is set to Yes;  
The Create or Edit a Quote/Bid  
button is visible

If a vendor wishes to submit a quote/bid (their qualifications), the **Create a Quote/Bid** button must be selected.

Please note the following:

1. The status of the Quote/Bid is located at the top of the page.
  - a. **None** - The Quote/Bid has not been saved in the VendorLink system.
  - b. **Draft** - The Quote/Bid has been saved as a draft. A Quote/Bid that is in Draft status will not be included in the final tally of submissions.
  - c. **Submitted** - The Quote/Bid has been saved and submitted to the agency and will be included in the final tally of submissions.

#### Quote/Bid Status

Submitted

2. If line items are present in the Quote/Bid Items Requested table, they can be in one of the following statuses:
  - a. White/Light Gray background - The item has not been changed since the bid solicitation has been Active.
  - b. Yellow background - The item has been changed since the bid solicitation has been Active.

- c. Red background - The item has been deleted since the bid solicitation has been Active and the item cannot be bid on. This item will not be included in any sub-totals or totals.
3. If line items are present in the **Quote/Bid Items Requested** table, a spreadsheet will be provided to the vendor containing a list of the items. Directions on how to use the spreadsheet are provided on the page.

## Quote/Bid Spreadsheet

There are two ways to populate the "Quote/Bid Items Requested" table below. You can use the "VendorLink.xls" spreadsheet to work with offline, then upload it below or you can click on the "Edit" link for each item in the "Quote/Bid Items Requested" table. All other files should be uploaded in the "Vendor Files" section near the end of this web page.

Quote/Bid Items Spreadsheet	<a href="#">VendorLink.xls</a>	Directions for using the Quote/Bid Items Spreadsheet	<a href="#">Directions.pdf</a>
Upload Quote/Bid Items Spreadsheet	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>		

4. If line items are present in the **Quote/Bid Items Requested** table and the **Required** checkbox is selected, that item must have a unit price entered by the vendor. If the price entered is \$0.00, then a reason must be selected from the dropdown provided.

Unit Price/ Percent	Extended Price/ Percent
<b>Price:</b> <input type="text"/>	<a href="#">Update</a> <a href="#">Cancel</a>
<b>*Select reason below if amount entered is \$0.00</b> <input type="text"/>	

5. If line items are present in the **Quote/Bid Items Requested** table and the **Brand Name/Equal Value/Service** option is **Brand Name or Equal Value**, the **Make**, **Model**, **Model Number** and **Description** can be entered in addition to the **Unit Price** and/or **Percent** by a vendor. If the **Brand Name Only** or **Service** option is selected, then only the **Unit Price** and/or **Percent** can be entered.
6. If line items are present in the **Quote/Bid Items Requested** table and unit prices have been entered by a vendor, the Extended Price, Sub-Total and Total are automatically calculated. The Extended Price is the product of the Quantity listed for an item multiplied by the Unit Price provided by the vendor. The Sub-Total is

the sum of all the Extended Prices and the Total is the sum of the Sub-Total and Shipping Price.

7. If line items are present in the **Quote/Bid Items Requested** table and the cost of shipping is not included in the price of the items, a vendor can enter the price of shipping by selecting the **Shipping Extra** radio button and entering a price of shipping.
8. If line items are present in the **Quote/Bid Items Requested** table, additional fields may be present. These include **Build Sheet** and **Options Sheet** file uploads, **Lead Times, Image and Specifications Hyperlinks** and **Standard Packaging**.
9. The Quote/Bid can be edited up until the Due Date/Time is met for the bid solicitation.
10. The vendor must select whether they can or cannot meet a delivery date, accept any shipping requirements, terms and conditions, and payment methods.
11. If a list of **Vendor Files** is provided to a vendor, the vendor must upload each document before a vendor can submit their Quote/Bid.

Vendor Files

The following File Types are required before a submission is made (If the word "None" is below, skip Step 1 and proceed to Step 2 below):  
ITB Response

**Step 1** Select a File Type:

If the word "None" appears above, skip this step else click on the checkbox(es) below for the File Type you are uploading. If a required File Type is not listed in the Vendor Files table when a response is ready to be submitted, you will not be able to submit your response.

☐ ITB Response

**Step 2** Select the file(s) to upload:

(Hold Ctrl or Shift key down to select multiple files)

Choose Files No file chosen

**Step 3** Click on Add Document(s):

Add Document(s)

12. To submit the final Quote/Bid (Qualifications), vendors must click on the **Submit** button at the bottom of the page. The VendorLink system will verify all the required items are entered before a Quote/Bid (Qualifications) can be considered Submitted.

If a vendor wishes to not submit a quote/bid (Qualifications), the **I wish to NOT submit a Create a Quote/Bid** must be selected. Once a reason is selected or entered, click on **Submit**.

Quote/Bid Status

None

Common reasons for non-submittal

Insufficient time to respond to solicitation.  
Our product sheet would not permit us to perform the services required.  
Specifications are too restrictive or geared toward one brand or manufacturer.  
Specifications are unclear.  
Unable to meet bond requirements.  
Unable to meet specifications.  
We do not offer this product or equivalent.

### 3.1.2 DIRECTORY

[See 2.1.5.](#)

### 3.1.3 MY ACCOUNT

Vendors have the ability to manage their account settings by selecting the My Account link in the main navigation menu. Vendors may modify the agencies they have registered with, agency file requests, commodity codes, company information, contact information, password and local/minority owned programs, contractor for construction information, external information from registered agencies and cancel their account.

To change your agency registration, commodity registration, company/contact information or password, please select one of the links below.

<b>Agency Registration</b> Register to access and receive solicitation and contract notifications from agency(s). Payment history is available for vendors that have selected the paid subscription service.
<b>Agency File Requests</b> Some VendorLink agency(s) request additional documentation (U.S. Internal Revenue Service (IRS) forms W-9 or W-8, Conflict of Interest, Local/Small Business/Local Business/Veteran Owned/Minority Owned Programs, etc.) from its vendors. The documents are provided by these agency(s) and can be downloaded and uploaded to VendorLink.
<b>Commodity Codes</b> Commodity Codes are used by VendorLink to match solicitations with vendors. When a match is found, the vendor will be notified of the solicitation when the bid becomes active. The vendor will also be notified if the codes are changed and an active solicitation is found.
<b>Company Information</b> Company information entered is used by agencies and VendorLink to populate U.S. Internal Revenue Service (IRS) forms W-9 or W-8. This information will also be available in the Directory.
<b>Contact Information</b> Vendor are able to have multiple contacts in VendorLink however only one account will be allowed to log in and receive notifications. This contact is labeled as the Primary contact.
<b>Change Password</b> The credentials used to log into the VendorLink account can be modified at any time. The credentials will only work on the VendorLink site the user is currently on. Other VendorLink sites may have different credentials.
<b>Small Business/Local Business/Veteran Owned/Minority Owned Programs</b> Some agencies manage their Small Business/Local Business/Veteran Owned/Minority Owned Programs (SLVMP) through the VendorLink site. If the vendor meets an agency's requirement for a SLVMP, a vendor can choose to let the agency know they meet the requirements. This may require additional documentation and is dependent on the requesting agency.
<b>Contractor for Construction Information</b> Contractor for construction information can be entered into VendorLink. This includes a vendor's bonding capacity and state license information, if applicable.
<b>Access Information from Registered Agencies</b> Some agency(s) issue VendorIDs to vendors in order to allow them to retrieve information from their databases. If an agency a vendor has registered with has issued these VendorIDs, reports such as invoice data can be access from VendorLink.
<b>Cancel Account</b> Cancelling the VendorLink account will prevent a vendor from receiving solicitation and contract notifications. It will also prevent the vendor from logging in and accessing solicitation and contract documents.

### 3.1.3.1 AGENCY REGISTRATION

Vendors are able to select the agencies they register with by state, county and agency by clicking on the provided checkboxes.

**Please note the following:**

- 1. myvendorlink.com allows agencies to be selected only if the agencies are listed as free otherwise the county or state must be selected.**
- 2. myvendorlink.com contains both free and subscription-based agencies.**
- 3. Agency specific sites (vendorlink.cityoforlando.net, vendorlink.osceola.org, etc.) only have free agencies.**

Once the agencies are selected, terms and conditions associated with the selected agencies must be accepted before the registration process is completed. Some agencies issue VendorIDs to vendors. If an agency issues these VendorIDs, vendors may enter them in the provided textboxes. If an agency does not issue VendorIDs, it will not be listed.



Please ensure all relevant information has been entered before submitting.

☒ FL (1 counties)
 

- ☒ Sarasota (1)
  - ☒ Sarasota County Schools Construction Services

**Vendor selects the agency(s) they want to register with**

The questions below pertain to vendors who register with agencies located

Are you a member of law enforcement (active or former), a firefighter, judge or any other protected status as defined by Section 119.071(4)(d), Florida Statutes? (This information will assist us in keeping your data secure from public records requests.)

☐ Yes ☐ No

If you answered yes to the question above, please list the name of the agency(s) below separated by a comma(,):

Please provide your Secretary/Department of State, Division of Corporations - Registration/Document Number below:

Are you an employee or related to an employee of the Sarasota County School District in Florida?

Answering Yes does not preclude the vendor from doing business with the Sarasota County School District in Florida

☐ Yes ☐ No

If you answered yes to the question above, please list the name(s) of the employee(s) below separated by a comma(,):

### 3.1.3.2 AGENCY FILE REQUESTS

Some agencies require their registered vendors to download, fill out, sign and/or notarize documents. These documents can be downloaded and uploaded on the VendorLink web by selecting the My Account, Agency File Request link. To download any of the files being requested, click on the download button in the top table.

To upload agency specific documents, click on **Upload Agency File Request** in the My Agency Requested Files section on the My Account, Agency File Request page.

Agency File Requests User: Vendor Support

A list of Files requested from the agencies you have selected to register with are below. Once you have downloaded and filled out the files, you may upload them here. You may edit and delete these files at any time.

To upload files requested by agencies (W-9 forms, Direct Deposit forms, Vendor Packets, Minority Certifications, Business Tax Receipts), please click on the button labeled **Upload Agency File Request** below or click [here](#).

You can find the list of files you have uploaded on labeled **My Files**.

\*PDF files require Adobe Reader to view.

Agency Requested Files

[View ALL agency file requests](#) [Upload Agency File Request](#)

The following table displays agency requested files that are incomplete.

Agency	Vendor Selected Category	Vendor Selected Code	Agency Requested File Description	Agency File Requested	File Type
Sarasota County Schools Construction Services			Form W-9 must be completed prior to conducting business with Sarasota County Schools. To download the form, please click on the Agency File Requests link after closing this window. Once the form has been completed, it must be uploaded at the same location on this website. Please ensure that all information matches exactly as shown on your income tax return or as registered with the Internal Revenue Service (IRS).	Sarasota County Schools IRS W-9 Form	PDF

Select the agency whose file is to be uploaded, select the agency file requested, and then select the file to be uploaded. Once the file is uploaded, it will be displayed in the bottom table of the My Account, Agency File Request page.

Upload Agency File Request User: Vendor Support

Select the Agency whose file you will be uploading then select the name of the file requested. Click on the browse button to select the file you would like to upload. When completed, click on the Submit button below to upload the file. You may edit and delete these files at any time.

Agency\*

Agency File Requested\*

Vendor Selected Category

Vendor Selected Code

Agency Requested File Description  
Form W-9 must be completed prior to conducting business with Sarasota County Schools. To download the form, please click on the Agency File Requests link after closing this window. Once the form has been completed, it must be uploaded at the same location on this website. Please ensure that all information matches exactly as shown on your income tax return or as registered with the Internal Revenue Service (IRS).

Upload File\*  No file chosen

### 3.1.3.3 COMMODITY CODES

Vendors are able to select the commodity codes (NIGP codes) associated with their organization's products/services. The vendor commodity codes selected will be matched with bid solicitation commodity codes. If a match is made, the vendor will be notified by email.

The screenshot displays the VendorLink website's commodity code management interface. At the top, a navigation bar includes links for Home, Logout, My Account, Directory, Solicitations, and Contracts. A language selection dropdown and a Help link are also present. The main content area features a search section with 'Search Codes' and 'Browse Codes' tabs. Below this, instructions and helpful hints are provided. A 'Find Commodity Codes' button is visible. A table lists selected commodity codes, with one row showing '920-45' for 'Software Maintenance/Support'. Three callout boxes with red arrows provide instructions: the first points to the search tabs, the second points to the 'Select Commodity Codes' button, and the third points to the 'Remove Multiple Commodity Codes' button and the table's delete icon.

**Vendors can search for codes or browse codes in categorical alphabetical order**

**Vendors add codes to their Current Commodities by clicking here after they have selected a code(s)**

**Vendors can remove codes individually or by selecting multiple codes**

Select	Commodity Code	Commodity Description
<input type="checkbox"/>	920-45	Software Maintenance/Support

### 3.1.3.4 COMPANY INFORMATION

Vendors are able to modify their company information by entering the required information. The VendorLink ID is located in the center of the page.

Please ensure all relevant information has been entered before submitting.

**Enter your NAME(s) exactly as shown on your income tax return or as registered with the U.S. Internal Revenue Service (IRS).**  
This information must match the similarly designated fields on your completed Form W-9 or appropriate Form W-8.

Name of Business Entity or Individual*	VendorLink ID	Tax ID Type*
VendorLink	1	FEIN
Doing Business As (DBA) Name		Tax ID Number*
		11-1111111
Address* (Same as Primary Contact?) <input type="checkbox"/>		Business Entity Type
PO BOX 195608		MMLLC - Partnership
Country of Incorporation/organization*		Vendor/Supplier Type
United States		Professional Services
State/Province of Incorporation/organization*		Number of Employees
Florida		
County*		Backup Withholding
Seminole		
City*		Net Income
Winter Springs		
Zip*		Net Worth
32719		
Current Cooperative Contracts		Approx. % Cost Savings
Website Address		DUNS Number
Date Established		E-Verify Number

Accept Direct Deposit? ☒ Accept Credit Card? ☒

### 3.1.3.5 CONTACT INFORMATION

Vendors are able to add and modify their contact information by entering the required information. **Any changes to the Primary account email address will change the username used to log into the VendorLink web application. The Primary contact type is the only contact that will be notified and the only user that is allowed to log into the site. Other contact types are for informational purposes only.**

Please ensure all relevant contact information has been entered before submitting.

Contact Type Primary

First Name\*  
Vendor

Last Name\*  
Support

Position  
Vendor Support

Address\*  
PO BOX 195608

Country\*  
United States

State/Province\*  
Florida

County\*  
Seminole

City\*  
Winter Springs

Zip\*  
32719

Email Address\*  
contactus@evendorlink.com

Phone\*  
(407) 222-1885

Phone Ext

Fax

Fax Ext

Mobile

Solicitations?\*  
☒ Yes ☐ No

Authorized Signatory for Agreements/ Contracts?\*  
☒ Yes ☐ No

Confirm Email\*

Modifying the Primary Contact's email will modify the username used to log into the system

### 3.1.3.6 CHANGE PASSWORD

Vendors are able to modify their password by entering their new password twice.

In order to change your password, please enter your current password, followed by the new password. Re-enter the new password for confirmation.

New Password\*


Confirm New Password\*

Submit Cancel

Enter the new password twice

### 3.1.3.7 SMALL/LOCAL/VETERAN OWNED/MINORITY OWNED PROGRAMS

Vendors are able to select and modify their Small Business/Local Business/Veteran Owned/Minority Owned Programs (SLVMP) based on the agencies they have registered with. Lists of SLVMP s are displayed by category. Each agency listed SLVMP is defined by the agency so make sure you organization qualifies for the SLVMP based on those definition.


[Home](#)
[Logout](#)
[My Account](#)
[Directory](#)
[Solicitations](#)
[Contracts](#)

Select Language ▾

[Help](#)

Small Business/Local Business/Veteran Owned/Minority Owned Programs
User: Vendor Support

If you'd like to participate in a Small Business/Local Business/Veteran Owned/Minority Owned Program, please select any of the programs below in which the vendor/company meets the criteria. Once you have registered, you may have to complete an Application for Reciprocity in the Small Business/Local Business/Veteran Owned/Minority Owned Program.

Select the Minority-owned Business Enterprise (MBE) preference defined by the agencies below

☐ **Small Business Concern owned and controlled by socially and economically disadvantaged individuals(s) shall mean small business concern:** (a) which is at least 51% owned by one or more socially or economically disadvantaged individuals or in the case of any publicly owned business, at least 51% of the stock of which is owned by one or more socially and economically disadvantaged individuals; and (b) whose management and daily business operations are controlled by one or more such individuals. Socially and economically disadvantaged individuals include: Black Americans, Hispanic Americans, Native Americans and Asian Pacific Americans. Asian Pacific Americans are those whose origins are from Japan, China, Cambodia and Taiwan. Native Americans means American Indians, Eskimos, Aleuts and Native Hawaiians. Others may qualify as socially and economically disadvantaged individuals under procedures separately established by the Small Business Administration (SBA). If you need further information regarding your status, please call your nearest SBA office for clarification. **Small Business Concern:** Unless your firm is operating in an industry with a special size standard, then it is generally considered small if: (a) it has fewer than 500 employees for R&D manufacturing; (b) has average annual receipts for three preceding fiscal years of less than \$12 million for General Construction and (c) has average annual receipts for 3 preceding fiscal years of less than \$2 million for service industry. If you have any questions regarding your business classification, contact your nearest Small Business Administration office.

Select the Minority Woman-owned Business Enterprise (MWBE) preference defined by the agencies below

☐ **Small Business Concern:** Unless your firm is operating in an industry with a special size standard, then it is generally considered small if: (a) it has fewer than 500 employees for R&D manufacturing; (b) has average annual receipts for three preceding fiscal years of less than \$12 million for General Construction and (c) has average annual receipts for 3 preceding fiscal years of less than \$2 million for service industry. If you have any questions regarding your business classification, contact your nearest Small Business Administration office. **Small Business Concern owned and controlled by socially and economically disadvantaged individuals(s) shall mean small business concern:** (a) which is at least 51% owned by one or more socially or economically disadvantaged individuals or in the case of any publicly owned business, at least 51% of the stock of which is owned by one or more socially and economically disadvantaged individuals; and (b) whose management and daily business operations are controlled by one or more such individuals. Socially and economically disadvantaged individuals include: Black Americans, Hispanic Americans, Native Americans and Asian Pacific Americans. Asian Pacific Americans are those whose origins are from Japan, China, Cambodia and Taiwan. Native Americans means American Indians, Eskimos, Aleuts and Native Hawaiians. Others may qualify as socially and economically disadvantaged individuals under procedures separately established by the Small Business Administration (SBA). If you need further information regarding your status, please call your nearest SBA office for clarification. **Woman-Owned Business** means a business that is at least 51% owned by a woman or women who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day to day management.

Select the Woman-owned Business Enterprise (WBE) preference defined by the agencies below

☐ **Woman-Owned Business** means a business that is at least 51% owned by a woman or women who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day to day management.

Select the Labor Surplus Area (LSA) preference defined by the agencies below

### 3.1.3.8 CONTRACTOR FOR CONSTRUCTION INFORMATION

Contractor for construction information such as bonding capacity and licenses can be entered in the My Account, Contractor for Construction Information page. To enable the page, click on the Edit button. This information is optional and can be verified by the agencies the vendor has registered with. License information will be shared with other vendors however bonding capacity and any claims will not be shared with vendors.

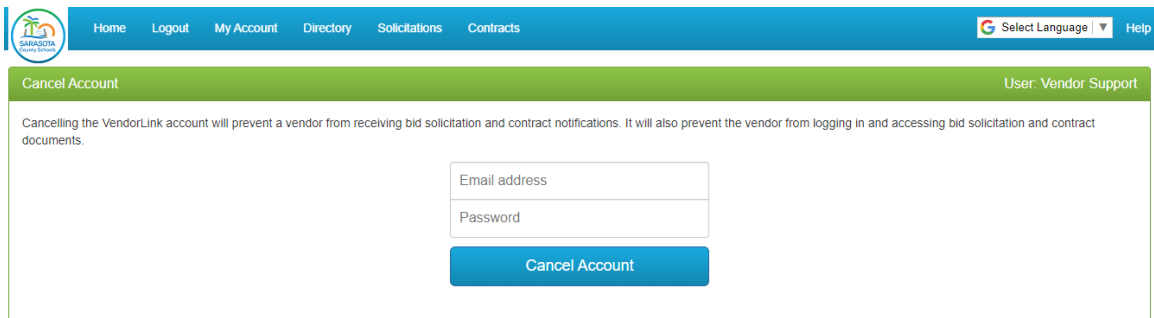
### 3.1.3.9 ACCESS INFORMATION FROM REGISTERED AGENCIES

Some agencies issue VendorIDs to vendors in order to allow vendors to retrieve information from their external databases. If an agency a vendor has registered with has issued VendorIDs and the vendor has entered their Agency Issued VendorID on the My Account, Agency Registration page, a table of reports will be displayed on the web page. To view the selected report, click on the link provided. Some reports might require additional entries such as dates. Enter them in the provided textboxes. For date entries, the date must be in the following format: MM/DD/YYYY

### 3.1.3.10 CANCEL ACCOUNT

Vendors can choose to cancel their VendorLink account. Cancelling the VendorLink account will prevent a vendor from receiving bid solicitation and contract notifications. It

will also prevent the vendor from logging in and accessing bid solicitation and contract documents. To cancel the account, a vendor will have to enter their email address and password and click on the Cancel Account button. Doing so will cancel the account and automatically log the vendor out of the VendorLink site. If the vendor wants to renew their account, they will have to contact VendorLink Support.



Cancel Account User: Vendor Support

Cancelling the VendorLink account will prevent a vendor from receiving bid solicitation and contract notifications. It will also prevent the vendor from logging in and accessing bid solicitation and contract documents.

Email address

Password

Cancel Account

### **3.1.5 DIRECTORY**

[See 2.1.5.](#)

### **3.1.5 BID SOLICITATIONS (REQUEST FOR QUALIFICATIONS)**

[See 2.1.6.](#)

### **3.1.6 CONTRACTS**

[See 2.1.6.](#)

### **3.1.7 HELP**

[See 2.1.7.](#)