

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).



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.

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.



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.



▶ 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.