



# Nassau County Vendor Day

June 6, 2019

# Agenda

- Opening Remarks by the County Executive
- Introduction--Business-Friendly Nassau County
- Elimination of Registration Fee
- Vendor Portal
- Diversity & Inclusiveness—Office of Minority Affairs
- Vendor Code of Ethics
- Conclusion and Q & A

# Introduction--Business-Friendly Nassau County

- **Business-Friendly Nassau County**
  - Recognizes and values partnerships with vendor community
  - Considers vendors crucial contributors to providing essential high-quality goods and services residents require and deserve
  - Understands that for too long procurement in County was mired in corrupt, wasteful, inefficient, and ineffective processes that did not serve County residents or vendors
- **Curran Administration Approach**
  - Multi-pronged effort to improve all County interactions with vendors, including conduct and award of solicitations, contract administration, and payments
- **Today's Presentation**
  - Introduce vendors to improvements we have made and those we are implementing to better serve vendor community and the public

# Introduction--Business-Friendly Nassau County

- Elimination of Vendor Registration Fee
  - Annual fee was identified by small, minority-owned, and women-owned businesses as a significant barrier to entry to doing business with County
  - Last year the Administration put forward and the Legislature passed legislation to eliminate the fee and replace it with a progressive contract administration fee on large contract awards
- Additional Steps Taken To Date
  - Issuance of a new Countywide Procurement & Compliance Policy
  - Expansion and Enhancement of County Procurement Tracking Systems
  - Introduction of the County's online Vendor Portal
  - Development of a Vendor Claims Application
  - Funding and Preparing to Conduct a Disparity Study to Determine Disadvantaged Vendors in the County

# Vendor Portal and Vendor Integrity Database

- More than 2,400 vendors have registered since January 1, including:
  - 644 Minority- and Women-Owned Business Enterprises
  - 101 Veteran-Owned Businesses
  - 41 Service Disabled Veteran-Owned Businesses
  - 1,109 Small Businesses
- More than 1,700 electronic disclosure forms have been submitted since the Vendor Portal was introduced in September 2018

# Vendor Portal

- Registering as a County vendor is simple, free, and has several benefits
  - Allows vendors to select commodities and services for which you would like to receive notice of County solicitations
  - Provides a secure environment for submitting and updating required disclosures and other information
  - Allows vendors to accept and manage affiliations with your principal owners and executives with respect to County contracting
  - Establishes online account information that soon will be essential for submitting and tracking vendor claims
  - Gives eligible vendors the opportunity to be included in invitations to trainings, events, and outreach offered by the Office of Minority Affairs and other County agencies

# Vendor Portal

- County has placed a high priority on improving the technology used to support its procurement and contract administration processes
- Vendor Portal on the County's website ([www.nassaucountyny.gov](http://www.nassaucountyny.gov)) is being developed as the primary vendor link for conducting business with the County
- Current Functions Include:
  - New Vendor and Principal Account Registration
  - Viewing Open Solicitations
  - Vendor Integrity Submissions and Vendor Maintenance
  - Public Entity Services
  - FAQ
- Future Functions Will Include:
  - Vendor Claims Submission and Tracking
  - Licensing
  - Contract Administration

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https://www.nassaucountyny.gov

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# VENDOR PORTAL

Home > Departments > Vendor Portal

## Vendor Portal

Welcome to the Nassau County Vendor Portal. The Vendor Portal is intended to be the primary online site for organizations seeking to do business with the County. The below links offer secure online vendor services including registering as a Nassau County vendor or principal, viewing open solicitations, and submitting disclosure forms and other required documents.

### New Vendor and Principal Accounts

Use the appropriate link below to request a new vendor account or a new principal account. Principals include executive or board officers of an entity, and in addition any individual holding 10% or greater ownership of an entity.

- [New Vendor Registration](#)
- [New Principal Registration](#)

### Viewing Open Solicitations

Use the following link to view, download and respond to County solicitations.

- [Solicitations](#)

### Vendor Integrity Submissions and Vendor Maintenance

Use the following link to complete, certify, submit, and amend required vendor and principal disclosure forms. This link also may be used to update vendor profile information and confirm principal associations.

- [Vendor Integrity Submission](#)

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### Vendor Registration

#### Vendor Information

\* Vendor Name

DBA

Tax ID Type \*

FEIN  SSN

\* Tax ID

\* Office Type (Branch requires DUNS)

HQ  Branch

DUNS Number (No Hyphens or Dashes)

 ?

Website

#### Enterprise Information

\* Enterprise Type

Non-Profit

Yes  No

Woman Owned

Yes  No

Veteran Owned

Yes  No

Disabled Owned

Yes  No

\* Minority Owned

Yes  No

Service Disabled Veteran Owned

Yes  No

Small Business

Yes  No

\* Minority

Energy

Yes  No

MWBE Certification #

 ?

HQ/Holding/Parent

Yes  No

Medical or Legal


Yes  No

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https://apex5.nassaucountyny.gov/ords/f?p=312:1:13868702423382::::: Search

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LONG ISLAND, NEW YORK

Nassau County  
Vendor Portal

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#### My Uploaded Forms

- Upload and create new documents and forms
- Update and modify current documents and forms

#### My Vendor Information

- Update and modify user's organization information
- Make determinations on user associations

#### Personal Information

- Update and modify user information
- Make vendor association request(s)

#### Disclosure Forms Archive

- View all Disclosure Forms

#### NIGP Codes

- Update and modify the NIGP codes of the User's Organization

#### Nassau County Procurement

- View and Bid on the Informal Bid
- View Blanket Order Contracts (BPNC)


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Home Forms

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<p><b>Political Campaign Contribution Disclosure Form</b> <span>PCCD</span></p> <ul style="list-style-type: none"> <li>• Purpose: To provide transparency with respect to political campaign contributions made to Nassau County elected officials by vendors doing business with the County.</li> </ul>	<p><b>Lobbyist Registration and Disclosure Form</b> <span>LRDF</span></p> <ul style="list-style-type: none"> <li>• Purpose: To provide transparency with respect to lobbyists employed and lobbying activities conducted by vendors doing business with the County</li> </ul>
<p><b>Principal Questionnaire Form</b> <span>PQF</span></p> <ul style="list-style-type: none"> <li>• Purpose: To ensure integrity and provide transparency regarding the responsibility of the vendor's principals to receive award of County funds and perform the services required of the contract to be awarded</li> </ul>	<p><b>Business History Form</b> <span>BHF</span></p> <ul style="list-style-type: none"> <li>• Purpose: To ensure vendor integrity and provide transparency regarding the responsibility of the vendor to receive award of County funds and perform the services required of the contract to be awarded</li> </ul>
<p><b>Consultant's, Contractor's And Vendor's Disclosure Form</b> <span>CCVD</span></p> <ul style="list-style-type: none"> <li>• Purpose: To ensure integrity and provide transparency regarding the responsibility of the vendor to receive award of County funds and perform the services required of the contract to be awarded</li> </ul>	<p><b>Associated Individuals</b></p> <p>Create and maintain the list of individuals associated with your business.</p>

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# Claims Application

- The next new functionality in Vendor Portal will be a Vendor Claims application
- Built on the same platform as other Vendor Portal applications, Vendor Claims application will leverage existing vendor and contract data to streamline and improve the claims process
- Vendors will be able to:
  - Enter and submit claims and supporting documentation
  - Monitor the progress of individual claims
  - Make package revisions online
  - Generate and download vendor claims reports
- As with other Vendor Portal applications, the Vendor Claims application will:
  - Incorporate quality control elements to reduce errors and improve efficiency
  - Ensure that submission are not lost or misplaced
  - Provide transparency
  - Enable vendors and the County to manage claims submissions more systematically

# Diversity & Inclusiveness / Office of Minority Affairs

- The Office of Minority Affairs provides key services to eligible vendors:
  - Provide Nassau County certifications to eligible MWBE and SDVOB vendors
    - The County currently has a list of 213 County-certified MWBEs
    - Certified vendors receive invitations to trainings and events
    - The County also recognizes New York State certifications when appropriate
  - Outreach to vendors who may be interested in particular solicitations
  - Monitor and enforce County utilization requirements:
    - Good Faith Efforts for MWBE participation
    - Good Faith Efforts for SDVOB participation with a minimum goal of 6%
    - State and federal grant requirements
  - Monitor and enforce grant-stipulated utilization requirements:
    - MWBE
    - DBE

# Diversity & Inclusiveness / Office of Minority Affairs

- Vendor Events – in collaboration with Office of Hispanic Affairs, Veterans Services Agency, Office of Asian American Affairs and other County agencies
  - Vendor Fairs
  - Training Sessions
  - Ascend Long Island
  - Project-specific Presentations
- Disparity Study
  - Administration will soon secure a vendor to conduct a Disparity Study to identify potential underrepresentation of MWBE and SDVOB vendors in County contracting
  - County currently has aspirational goals with no minimum participation requirement for MWBEs and a minimum target participation of 6% for SDVOBs
  - Once the disparity study is complete the County may be able to introduce legislation to establish more significant goals for these categories of vendors

# Vendor Code of Ethics

- County is introducing a new Vendor Code of Ethics to clarify the expectations of vendors with respect to maintaining ethics and integrity in the conduct of County procurements and contract administration
- The Code of Ethics addresses several potential sources of conflict including:
  - Gifts or Contingent Fees
  - Employment Negotiation Restrictions During and After Procurements
  - Conflicts of Interest
  - Appearance by Former Nassau County Employees
  - Non-collusion
- The Code applies to all County vendors including subcontractors and suppliers
- The Code will be incorporated by reference into all County contracts
- Prime vendors will be required to certify that they have read and accept the terms of the Code, and that furthermore they have distributed it to all applicable subcontractors and suppliers and obtained the certifications of those entities



# Conclusion and Q & A