

Doing Business with the County of Nassau Frequently Asked Questions

How do I submit a bid?

Registration on the Nassau County Vendor Portal is required first.

To register as a Nassau County vendor, please click [here](#).

Current vendors please click [here](#).

To view and respond to an Informal Bid (up to \$10,000.00), please click [here](#).

To view and download Formal Solicitations please click [here](#).

Once you locate a specific solicitation of interest, please read the document thoroughly. The solicitation will provide details regarding specifications, terms and conditions, and how to submit an offer. For additional help, please contact the point of contact listed in the solicitation.

Do I have to pay to register?

There is no charge to register with Nassau County.

Am I required to register to download bid specifications?

Yes, vendors must register to be able to download and participate in solicitations. The County does not accept electronic bid or proposal submissions.

How do I view, download, and participate in solicitations?

To view, download, and participate in Nassau County solicitations, please register on the Nassau County Vendor Portal.

Will my bid or proposal be considered if it is delivered late or it does not arrive on time?

Offers must be received by the County at the time and place and in the form required as stated in the solicitation.

Can anyone submit a bid or proposal?

Yes, any vendor that is registered with Nassau County can submit a bid or proposal.

How do I find out more information on upcoming procurement opportunities?

Once registered as a Nassau County vendor, you can select commodity codes of interest to your firm. Your firm then will receive email notification of any solicitation issued that relates to one of the selected commodity codes. In addition, vendors also can view open solicitations on the Nassau County Solicitation Bid Board for all current opportunities.

What if a vendor has a question while filling out a request for quote, bid or proposal document?

The vendor should contact the authorized point of contact listed in the solicitation.

Will I be required to provide insurance coverage?

Insurance requirements are stated in each solicitation.

My company responded to an RFP a few months ago, but we have not heard back.

Please contact the authorized point of contact listed in the solicitation.

How long does it take for a contract to be awarded?

For formal contracts the contract award period typically ranges from weeks to several months, although various factors may delay award of any given contract.

How do I obtain information about MWBEs?

Please contact Office of Minority Affairs (OMA) at 516.572.2240.

How do I get certified as a Disadvantaged Business Enterprise (DBE)?

Please contact the Office of Minority Affairs at 516.572.2240.

How do I correct a solicitation that was submitted before the due date?

The vendor may submit a clarifying statement or submit a revised offer indicating that it replaces the prior offer. The submission must be submitted in the form required and at the time and place indicated in the solicitation.

How do I obtain Bid results?

For solicitations issued by the Office of Purchasing, please click [here](#).

For solicitations issued by other Departments, please contact the authorized point of contact indicated in the solicitation.

Does the County hold auctions?

Yes, through Auctions International. Please click [here](#).

What is the procurement process in Nassau County?

Procurement includes the procedures for obtaining goods or services, excluding real Property. Procurement includes all activities from the planning steps and preparation and processing of a requisition through receipt and acceptance of delivery and processing of a final invoice for payment. It includes preparing specifications, evaluating bids and proposals, making awards, administering contracts, and evaluating vendor and contract performance.

Nassau County conducts procurement activities in accordance with the Countywide Procurement and Compliance Policy. This policy identifies the methods of source selection used by the county, the process required for each method, the laws and regulations guiding the policy, the ethical obligations of procurement staff and vendors, and a summary of policies promoting vendor diversity. Please consult this policy to understand the specific elements being managed and enforced in Nassau County.

How can I request assistance?

For technical issues accessing the sites or your account(s), please send your inquiry to HelpDesk@nassaucountyny.gov or use the "Email Help Desk" button in the upper right part of your screen once you are logged in.

For questions regarding the intent of specific disclosure questions, or to discuss what information the County requires, please contact the department issuing the solicitation or contract for clarification. If the department is unable to answer your question immediately, it may refer the question to the Procurement and Compliance Unit or the County Attorney's Office for further consideration.