

How to Get Started

1. How can a vendor view current solicitations?

Vendors can view a summary of the DOE's current solicitations through the following links:

- For Request for Proposals - <http://schools.nyc.gov/Offices/DCP/Vendor/RFP>
- For Request for Bids - <http://schools.nyc.gov/Offices/DCP/Vendor/RFB>
- For Multiple Task Award Contract - <http://schools.nyc.gov/Offices/DCP/Vendor/MTAC>

2. How can a vendor sign up to automatically receive current DOE solicitations via e-mail?

The Vendor Portal is where a vendor can sign up to automatically receive current DOE solicitations via e-mail. The Vendor Portal can be accessed at: <https://vendorportal.nycenet.edu>. Once registered on the Vendor Portal, vendors can also download all necessary documents and requirements, with regard to a particular bid, such as Request for Proposals and Request for Bids. If you encounter any problems accessing Vendor Portal, please call (718) 935-2300 or e-mail VendorHotline@schools.nyc.gov.

A live representative is available Monday through Friday from 8:00 a.m. - 5:00 p.m.

3. How can a vendor become MWBE certified?

DOE accepts both New York City and New York State MWBE Certification

NEW YORK CITY MWBE CERTIFICATION

Information about eligibility requirements and instructions on how to apply for certification can be found on the NYC Department of Small Business Services (SBS) website: www.nyc.gov/sbs. SBS offers live workshops, resources, and assistance.

NEW YORK STATE MWBE CERTIFICATION

Information about eligibility requirements and instructions on how to apply for certification can be found on the Empire State Development (ESD) website: www.esd.ny.gov. ESD offers special programs, classes, and networking events for state procurement.

4. Does a vendor need to be certified by the NYC Department of Education?

No. Although certification is not required to do business with DOE, the DOE encourages that MWBEs seek New York City or New York State certification. Being certified by the NYC Department of Small Business Services (SBS) or NYS Empire State Development (ESD) is beneficial for vendors

5. Who do I contact if I have any questions?

If you have questions about the website or registering for vendor portal, please feel free to contact the Vendor Hotline at (718) 935-2300 or e-mail VendorHotline@schools.nyc.gov. A live representative is available Monday through Friday from 8:00 a.m - 5:00 p.m.

If you have any questions regarding MWBE outreach or MWBE certification, please contact the Office of Equal Opportunity and Diversity Management:

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