



OpenGov eProcurement Portal

Vendor Self-Service Fact Sheet

The new OpenGov Vendor Self-Service eProcurement portal is a free, online, self-service tool that directly allows Vendors to access their information when needed and be informed about Charles County Government formal procurement solicitations. For Fiscal Year 24 or later numbered formal procurement solicitations, all Charles County Government active Vendors will be required to access and use the Vendor Self-Service portal as the primary means of doing business with Charles County Government.

OpenGov Procurement Sign Up	https://procurement.opengov.com/signup
Charles County eProcurement Portal	https://procurement.opengov.com/portal/charlescountymd
Who has access to the Vendor Self Service Portal?	<ul style="list-style-type: none">• All contacts registered under an active Vendor account have access to the Vendor Self-Service portal.• Please sign up here: https://procurement.opengov.com/signup• Subscribe for future solicitations notifications here: https://procurement.opengov.com/portal/charlescountymd• Charles County Government will transition from a paper-based bid solicitation process to a free, online, self-service, fully automated, web-based electronic bidding and vendor management system. The legacy bid board contains solicitations that are in progress and may contain limited future issued solicitations until further notice.
Active Vendors	<ul style="list-style-type: none">• Vendors are active subscribers of Charles County Government’s eProcurement Portal when they sign up on OpenGov Procurement : https://procurement.opengov.com/login and then click on “Subscribe” at Charles County Government’s eProcurement Portal: https://procurement.opengov.com/portal/charlescountymd
Prospective Vendors	<ul style="list-style-type: none">• Prospective Vendors seeking to do business with Charles County Government must sign up at OpenGov Procurement, “Subscribe” to the County’s eProcurement Portal and update their company profile of their vendor account.• For more information regarding how to register with the County and the Vendor Self-Service portal, please visit https://procurement.opengov.com/login to sign up.
Available Features	The Vendor Self-Service portal offers Vendors the ability to: <ul style="list-style-type: none">• Receive newly issued solicitations.• Respond to Request for Proposal (RFP), Request for Quotations (RFQ), or Invitation to Bid (ITB)• Manage your contract with the County.
Questions & Answers	Vendor guides can be found on OpenGov Procurement’s Help Center: https://help.procurement.opengov.com/en/collections/1392366-vendor-guides Vendors can use the blue support bubble on the bottom right to contact OpenGov Support for any questions regarding using the OpenGov Procurement Portal.
Using the Portal	For instructions on accessing and using the Charles County Government Vendor Self-Service portal, view the training resources available at https://help.procurement.opengov.com/en/collections/1392366-vendor-guideswebsite .
Contact Information	If you are a Vendor and need assistance or have questions, please contact OpenGov Procurement via the blue support bubble on the bottom right, or email procurement-support@opengov.com for help at any time.