

## 2022 VENDOR REGISTRATION AND SOLICITATION TRAINING SCHEDULE

The Mecklenburg County Procurement Division is pleased to announce the 2022 registration and solicitation training schedule. This is an opportunity for all vendors, including Minority, Women, or Small Business Owners (MWSBE) interested in Mecklenburg County governmental bid opportunities to be enabled to do so.

The purpose of these training sessions is to show vendors how to register in a software system and is two-fold:

1. Show vendors how to register with Mecklenburg County, a prerequisite to being viewed in the system by various departments and being able to submit a proposal for work;
2. Show vendors how to search for and review bids or solicitations; and how to submit proposals for that work.

**Who should register?** All vendors are welcome to attend. Larger vendors often send staff from their business office or accounting team since much of the interaction after registration has to do with contracts, purchase orders, updating of company information, etc. Smaller vendors are often represented by the owner or manager who attends to these functions. Also, your company can have as many individuals as desired to attend the session and have separate logins to this system.

The training sessions take place on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month, though some months may have only one session, or some sessions may be rescheduled, depending upon the timing of holidays, etc.

The training is broken down into two 1-hour sessions. You can register for one or both sessions.

1. How to Register 2pm-3pm
2. How to View and Respond to Bids 3pm to 4pm

For the foreseeable future all sessions are conducted using, with both video and audio connection. The presenter will demonstrate a step-by-step use of the registration system. A meeting invitation with important attachments will be sent upon completion of registration for the training.

If you are interested in participating, please register by submitting a completed training request in this link: [MeckProcure Training Request](#). Confirmation of the scheduled training along with details will be forwarded to you. In the event training must be canceled, you will be notified. Below are the training dates for 2022. You only need attend one session but are welcome to attend more than once if needed.

### Calendar Year 2022 Training Dates

January 12 & 26	February 9 & 23	March 9 & 23	April 13 & 27
May 11 & 25	June 8 & 22	July 6 & 20	August 10 & 17
September 14 & 28	October 12 & 26	November 9	December 14