Important Notice to Vendors and Contractors of New Business Processes:

On March 11, 2011, the County Email Notification System was replaced with a more advanced system called “Notify Me” that will notify vendors of bids/rfps, addendums, bid tabs, awards, and sometimes quotes according to “categories”.

All vendors interested in receiving these notifications will need to sign up in the new “**Notify Me**” after the new website “go-live” date. The sign up only requires an email address and/or a cell phone number for receiving text messages (if your phone is capable) and your choice of categories. Should a bid/rfp be posted for your category, you will receive an email and/or text message. You will also receive the notice of the addendums, bid tab and award for all bids/rfps posted under your category.

Beginning July 1, 2011, the **Vendor Payment Registration** form will be completed only if payment is needed for goods and/or services provided to the County/County Schools through a voucher, purchase order or contract. This payment registration will be *only* for the purpose of being set up in our financial software. **Therefore, the payment registration system will no longer will be used for the notification of bids. Vendors previously registered through this system will remain as a payment vendor, but will need to re-register in the Notify Me to receive bid notices.**

Although Notify Me will be the only way to receive automatic notification, all BID/RFP information will continue to be posted on our website, bulletin board, published in the local newspaper, and can be picked up at the Purchasing Division, 5204 Bernard Drive, Suite 300F, Roanoke, VA 24018. Ph. 540-772-2061, Ext. 311.