

# VENDOR REGISTRATION AND TRAINING SCHEDULE

The Vendor Management Program Office (VMPO) is pleased to announce the 2018 pre-solicitation training schedule. The purpose of this training series is to assist all vendors, including MWSBE (Minority, Women, or Small Business Owners), interested in Mecklenburg County governmental bid opportunities, understand the registration and solicitation response processes. Whether you've done business in the public sector or not, this is an opportunity for you to get hands-on, face to face interaction with Mecklenburg County solicitation facilitators.

If you are interested in participating, please register by completing the Vendor Registration Form by clicking on the date circled or by using 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 is a calendar of the training dates circled. **2018**

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Special training may be scheduled depending on the nature of the solicitation being posted. These special training sessions will be announced below. To register, specify the RFP# in the request.

TRAINING TYPE	WHEN AND WHERE	
<p><b>Solicitation: Revenue Collection RFP</b></p> <p><b>ID#: LUE004006</b></p> <p><b>This will be training for registering as a vendor in the Mecklenburg County vendor self-service portal, <a href="http://www.MECKProcure.com">www.MECKProcure.com</a> as well as training on how to submit a bid to the RFP.</b></p>	<p>Date: <b>3/20/18</b></p> <p>Time: <b>11-12</b></p> <p>Conference Call:</p> <p>Location:</p>	<p>Training details will be emailed once request has been submitted.</p> <p>Telephone #:</p> <p>Access Code:</p> <p>On-line Training via Skype – link provided after registration request is received</p>
<p><b>Solicitation:</b></p> <p><b>ID#</b></p>	<p>Date:</p> <p>Time:</p> <p>Conference Call:</p> <p>Location:</p>	<p>Telephone #:</p> <p>Access Code:</p> <p>Valerie Woodard Center 3205 Freedom Drive, Suite 101 Charlotte, NC 28208</p>
<p><b>Solicitation:</b></p> <p><b>ID#</b></p>	<p>Date:</p> <p>Time:</p> <p>Location:</p>	<p>Telephone #:</p> <p>Access Code:</p> <p>Valerie Woodard Center 3205 Freedom Drive, Suite 101 Charlotte, NC 28208</p>