

TOWNSHIP OF MIDDLETOWN

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Committee Member



Settled in 1664
"Proud of Our Rich Heritage"

ANTHONY P. MERCANTANTE, P.P., AICP

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Dear Valued Vendors and Suppliers,

The Middletown Township Purchasing Department has partnered with OpenGov and is excited to announce our transition from a paper-based bid solicitation process to a fully automated web-based electronic bidding and vendor management system.

Starting July 1, 2023, all vendors are encouraged to sign up for a **free** OpenGov account by visiting <https://procurement.opengov.com/signup>. Our new e-Procurement Portal will allow interested parties to do the following:

- Register to bid and receive notifications of future opportunities in the e-Procurement Portal by selecting *Subscribe*.
- Follow updates to existing solicitations by finding the solicitation and clicking the *Follow* button. This will allow all interested parties to receive amendments and addenda automatically.
- Submit questions and receive answers for open solicitations.
- Guide vendors through the process of responding electronically to RFPs, bids, etc. to ensure submissions have been completed accurately.
- Be the one location for all bid opportunities issued by the Township.

For more information about how to register, please see this [help file](#).

As of August 14, 2023, all public solicitations for bids, RFQs, RFPs, etc. will transition to OpenGov via our new e-Procurement Portal located here: <https://procurement.opengov.com/portal/middletownnj>. The Township will stop accepting paper-based bids submissions on this date.

The Township will be using NIGP codes to tag our solicitations. Please review this [article](#) about setting up category codes and notification preferences.

Should you have any additional questions, please contact Mike Rizzo at mrizzo@middletownnj.org.

We look forward to receiving your bids!

Respectfully,

Mike Rizzo

Director of Purchasing

Township of Middletown