

## Frequently Asked Questions:

- **My company does business with the County and/or City Government. Does this mean that I'm approved as a vendor for the school system too?**  
No. The County Government, the City Government, and the School System each have separate Purchasing Departments and approved bidders. We encourage you to visit their web-sites:
  - County Government: [www.frederickcountymd.gov](http://www.frederickcountymd.gov)
  - City Government: [www.cityoffrederick.com](http://www.cityoffrederick.com)
- **I want to do business with the schools. Should I visit each school?** New vendors to the school system should begin with the Purchasing Department. We will assist you in reaching the proper party to discuss the product/service you wish to offer to FCPS.
- **I have new information about a product. How can I obtain the mailing addresses of the schools?** Mailing to the schools may not reach the decision maker. Purchasing receives product recommendations from various sources, i.e., curriculum staff, school administrators, department heads. To ensure the proper attention is given to your product, begin your efforts with the Purchasing Department for assistance in speaking or meeting with the proper party
- **Do you have contracts for my service/product?** The Purchasing Department issues multiple bids a year for the most commonly used products and services. Check the “[Awarded Contracts](#)” list on the Purchasing website or contact the Purchasing Department for information on existing contracts.
- **Does the school system use other agencies' contracts?** Yes. The school system often uses State, County Government, or other contract sources (e.g., other school districts, etc.) as a source for products and services.
- **Where do I mail my invoices for goods delivered or services rendered to Frederick County Public Schools?**

*All invoices should be mailed to the following address:*

***Frederick County Public Schools  
Attn: Accounts Payable, Finance Dept.  
191 South East Street  
Frederick, MD 21701***

- **There is a change on the purchase order. Who should I contact?**  
Contact the purchase order “requestor”. That person is noted in the upper right hand corner of the purchase order and their phone number is under the “ship to” address.
- **There are invoices that are “past due”. Who should I contact?**  
Contact the Accounts Payable Department at **301-644-5049**.
- **Can I send my invoice electronically via email?**  
Yes. Invoices may be emailed to:  
[Accounts.Payable@fcps.org](mailto:Accounts.Payable@fcps.org)
- **Who should I contact for any other questions regarding my vendor account or invoices?**  
Contact the Accounts Payable Department at **301-644-5049**. You will be put in touch with your Accounts Specialist.

- **Does FCPS have a 'set aside' program for small and minority businesses?**  
FCPS does not have a 'set aside' program; however, the Board of Education encourages and assists small and minority businesses to participate in all aspects of the procurement process.
- **How can I obtain a copy of a solicitation?**  
FCPS lists all Bids/RFP's on our internet web-site. Click here to see our [Current Solicitations](#)
- **How do I learn the current status of a bid?**  
FCPS have three statuses for Bids/RFPs:

[Current Solicitations:](#) Those Bids/RFPs that are currently available for pricing and/or proposal submissions and have not yet been opened.

[Pending Award:](#) Those Bids/RFPs that have been opened, but have not yet been awarded. Recommendations for award may be reviewed, when available:  
<http://www.boarddocs.com/mabe/fcps/Board.nsf/Public>

[Awarded Contracts:](#) Those Bids/RFPs that have been awarded and approved by the Board of Education.

If you have any additional questions please call the Purchasing Department (301-644-5209).