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Carroll County Government  
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Westminster, MD 21157

## WEBSITE INSTRUCTIONS

NOTE: ALL VENDORS MUST BE REGISTERED WITH PUBLIC PURCHASE TO VIEW, DOWNLOAD ETC. ANY PROJECTS  
**NEED HELP – CLICK ON CHAT TAB (Upper Left Hand Corner)**

### Vendor Registration

Go to the Carroll County Government Purchasing Website at <https://www.carrollcountymd.gov>

#### Vendor Registration

##### Register (Free) with Public Purchase

Under Free Registration: [Free Registration](#)

[Fill Out Information – Follow Steps](#)

### **2<sup>nd</sup> Step – Register with Carroll County Government**

Once you have received your activation email from Public Purchase log into [www.publicpurchase.com](http://www.publicpurchase.com) and accept the terms and conditions of use. Click on the "**Tools**" tab, Click on the "**Agencies**" tab.

This will take you to the agency search page. In the agency name box type in the name of the agency (**Carroll County- Government (MD)**). **Leave the "new agency since" box blank**. Make sure Registration Status says "**ALL**". **Click**

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Already Registered with Public Purchase/Carroll County Government

[www.publicpurchase.com](http://www.publicpurchase.com)

[Login](#)

[Username](#)

[Password](#)

[Login](#)

### Awards – (Notice of Intent to Award or Contract Award)

[Click on Project](#)

Under Intent to Award Information – Click on [Notice of Intent to Award](#) or [Contract Award](#)

### Bid Tab Sheet

Under Bid Reading Information **or** Under Items Details

Click on [Bid Tab Sheet](#)

Click on [Bid Items](#)

### Bidding Procedures

Go to the Carroll County Government Purchasing Website at <http://ccgovernment.carr.org/ccg/purchase>

[Bidding Procedures](#) (On the Left)

### Closed Bids

Title: [Enter the exact name of bid](#) **or** Number: [Enter exact Bid Number](#)

Closed in the: ▼ All

[Search](#)

Click on [bid](#)

Click on [contract award](#)

### Open Bids

[Click on Project](#)

Under Documents - [Download All Documents](#)

### Questions

Click on [Project](#)

Click on [View/Ask Questions](#)

[Ask Question](#)

[Save](#)

### Term Contracts

Go to the Carroll County Government Purchasing Website at <http://ccgovernment.carr.org/ccg/purchase>

Scroll down to the bottom to locate Links to Other Documents – Click on [Current Term Contracts](#)

Term Contract spreadsheet is sorted alphabetically by Commodity/Service and includes information regarding Expiration Dates and Renewal Periods

### Upcoming Projects

Go to the Carroll County Government Purchasing Website at <http://ccgovernment.carr.org>

Under Current Topics

Click on [Community Investment Projects \(C.I.P.\)](#)