**STEPS TO APPLY FOR OPEN GRANTS ON PUBLIC PURCHASE**

# 1.

Register to become a Vendor this will allow you to see all open bids available in County of San Mateo.

# 2.

Register for free access to Public Purchase.

# 3.

Fill out your work address if you have one. You may also fill out a personal address.

# 4.

Select Educational Services and other service categories that you provide.

Example of selected classifications regarding types of services your organization is able to deliver.

# 5.

Select California

# 6.

Select County and keep notification messages checked. You may decide whether you wish Public Purchase to notify you of other bids of interest.

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# 7.

There is no obligation to sign up for a bid syndication plan.

# 8.

Review your information

# 9.

Congratulations! You have registered as a vendor in Public Purchase. You will be able to access grant information after you have been notified by email by Public Purchase.