



Refreshments will be served.

EAST ORANGE BOE Workshop

2015 WORKSHOP FOR LOCAL & MINORITY VENDORS

Title: 2015 Workshop for Local & Minority Vendors

Date: Wednesday, May 27, 2015

Location: East Orange Board of Ed.
Conference Room A, 4th fl.
199 Fourth Ave
East Orange, NJ 07017

Time: 6pm to 8pm

If you are interested in attending, please RSVP by calling: Mrs. Shannan Hunter of the Purchasing Dept.

Telephone (973) 266-5742 no later than 4:00 pm Friday, May 22, 2015

PURPOSE:

To inform local business owners on how to become an approved vendor with the EOBOE.

Increase awareness of the various resources available for small business owners via the internet.

NOTE: This workshop will be approximately 2 hours long.

TOPICS TO BE DISCUSSED WILL INCLUDE:

1. How to become a certified minority vendor with the State of NJ.
2. How to fill out the various forms included by not limited to a bid package.
3. How to navigate our website for potential business opportunities.
4. Share useful information regarding other business related websites.
5. Explain the difference between quotes and bids.
6. Discuss the process for SDA (School Development Authority) for new schools.