



## DC Office of the Chief Financial Officer – Office of Contracts CobbleStone Vendor Self-Registration Guide

Ver 1.75-January 2024

## CobbleStone Vendor Self-Registration Guide

### Vendor Gateway Access

For a company to become an Interested Respondent and to submit bids and proposals for an open solicitation, a company contact must (1<sup>st</sup>) authenticate themselves, then (2<sup>nd</sup>) log into the Vendor Gateway. To do so companies need to obtain access to the Vendor Gateway:

1. Create a New Company Account
2. Contact the Vendor Gateway's Company/Organization

### **STOP:** Verify your account before you Create a New Account

If you know, or believe, that your company already has an existing account, please contact [OCFOVendorHelp@dc.gov](mailto:OCFOVendorHelp@dc.gov) to verify. Vendor Help can assist you with updating the points of contact on your company's existing account.

### Creating a New Account

1. To create a new account, click the "Create Account" button on the left-menu of the Gateway Main page.

**DC.gov** Office of the Chief Financial Officer - [Refer to the Main Page regarding Gateway Login](#)

Main Contracts Sole Source Procurements Solicitations Document Library Help

**No Login Detected**

**Already have an Account?**

**Need a User Account?**

**Welcome to the OCFO Office of Contracts Solicitation Gateway**

The OCFO Office of Contracts is responsible for bidding, evaluating, awarding and managing all procurements, including small purchases, and contracts on behalf of the OCFO, in accordance with the District of Columbia, Procurement Practices Reform Act (PPRA) effective April 20, 2011 and the District of Columbia Municipal Regulations (DCMR) Section 27. It is independent of the District Office of Contracts and Procurement (OCP).

The OCFO Office of Contracts is located at 1100 4<sup>th</sup> Street SW, Suite E610, Washington, DC 20024, (202) 442-7012.

**GATEWAY LOGIN/ACCOUNT INFO.**

**\*Note: enter the same address as the W-9 form you'll be submitting.**

2. Once you have entered all necessary and \*required information in the "Company Information" screen click the "Continue" button at the bottom of the page.

## Complete the "User Information" section.

The person's information entered into this portion will be the Primary Contact. **Only the Primary Point of Contact (POC) will be authorized to add up to two more users as Secondary POC and Tertiary POC, once the Primary POC has received their credentials to login. Only the Primary POC can make some modifications to the company profile or request changes. Only the Primary POC will receive the solicitation notifications.**

If you have any questions, please contact [OCFOVendorHelp@dc.gov](mailto:OCFOVendorHelp@dc.gov).

Hit Continue.

## Verification Tab

Once you hit the Continue button, you (the Primary Contact) will receive a multi-factor authorization code to the mobile phone number they entered under the previous User Information screen. Type in the six-digit code and hit “Save.”

### New Account Signup

Please enter your company information below. If not applicable, please enter N/A.

Company Information
User Information
Verification

A verification has been sent to your mobile phone. The code is valid for five minutes. Enter it below to continue.

Code

[Send New Code](#)

Save

## Upload your company W-9 Form

You can drag and drop your company’s W-9 Form to the blue box, and then hit upload file Or hit browse and select the file from your computer and hit Upload file.

If you have any questions, please contact [OCFOVendorHelp@dc.gov](mailto:OCFOVendorHelp@dc.gov).

### New Account Signup - Confirmation

**Thank You for signing up! Your account information has been processed and sent off for authorization/activation.**

You will be allowed to login after you receive your email with your company's vendor code once authorization has been given.

Once active, you can log into your account to search/view solicitation information and respond to solicitations. Please contact us via "Help" if you have any questions.

Please upload a W-9 form.

Select File:
Browse

File Notes:

Drop Files Here

Please check your email for login credentials.

### New Account Signup - Confirmation

Uploaded Successfully: Company W-9 \_Rec'd 10-02-2020.pdf

Finished & Login

### Thank You for signing up! Your account information has been processed and sent off for authorization/activation.

You will be allowed to login after you receive your email with your company's vendor code once authorization has been given.

Once active, you can log into your account to search/view solicitation information and respond to solicitations. Please contact us via "Help" if you have any questions.

Please upload a W-9 form.

Select File:

Browse

File Notes:

Upload File

Drop Files Here

Please check your email for login credentials.

Once you upload your W-9, an email will be sent to you with your user id, password, and company id, then you can log into the Vendor Gateway Portal. Now you can hit Sign-in button, select Solicitation Menu and select Search Public Solicitations.”

**Office of the Chief Financial Officer**

[Main](#) [Contracts](#) [Sole Source Procurements](#) [Solicitations](#) [Document Library](#) [Help](#)

No Login Detected

Already have an Account?

Sign In

Need a User Account?

Create Account



### Welcome to the OCFO Office of Contracts Solicitation Gateway

The OCFO Office of Contracts is responsible for bidding, evaluating, awarding and managing all procurements, including small purchases, and contracts on behalf of the OCFO, in accordance with the District of Columbia, Procurement Practices Reform Act (PPRA) effective April 20, 2011 and the District of Columbia Municipal Regulations (DCMR) Section 27. It is independent of the District Office of Contracts and Procurement (OCP).

The OCFO Office of Contracts is located at 1100 4<sup>th</sup> Street SW, Suite E610, Washington, DC 20024, (202) 442-7012.

### GATEWAY LOGIN/ACCOUNT INFO.

1. Complete a Vendor Registration Form with MFA and the W-9 form in the Document Library menu tab and send it to [OCFOvendorhelp@dc.gov](mailto:OCFOvendorhelp@dc.gov) to receive credentials within two (2) business days to login to the Gateway.
2. Log-in, view a Solicitation, and click “**Register as a Respondent**” to download solicitations, receive automatic notifications of solicitation amendments, and to respond to solicitations.


**Office of the Chief Financial Officer**


[Main](#)
[Contracts](#)
[Sole Source Procurements](#)
[Solicitations](#)
[Document Library](#)
[Help](#)

[Search Public Solicitations](#)

No Login Detected

Already have an Account?

[Sign In](#)

Need a User Account?

[Create Account](#)

**Page Actions**

[Print](#)

[Export to Excel](#)

### Public Solicitations Search

Solicitations: [Solicitations - Public Search](#)

1 Page 1 of 1, items 1 to 113 of 113.

View	Solicitation Number	Solicitation Title	Solicitation Open/Release Date	Status	Solicitation Close Date
<a href="#">View</a>	CFOPD-24-D-001	Splunk Cloud	10/5/2023 10:00:00 AM	Awarded	10/16/2023 2:00:00 PM
<a href="#">View</a>	CFOPD-23-R-044	529 College Savings Plan	9/22/2023 4:00:00 PM	Pending Award	11/14/2023 2:00:00 PM
<a href="#">View</a>	CFOPD-23-R-042	Child Wealth Building Program IMS	8/21/2023 4:00:00 PM	Pending Award	9/22/2023 4:00:00 PM
<a href="#">View</a>	CFOPD-23-R-036	Delinquent Debt Collection Services	9/25/2023 6:00:00 PM	Pending Award	11/20/2023 2:00:00 PM
<a href="#">View</a>	CFOPD-23-D-039	Cisco Hardware and Software Maintenance and Support Services	6/30/2023 1:00:00 PM	Awarded	8/3/2023 2:00:00 PM