

# **FREE Vendor Workshops Sponsored by the Springfield Redevelopment Authority**



**Monday, January 23, 2017**  
**Richard E. Neal City Hall Annex Building**  
**70 Tapley Street, Springfield, MA 01105**

## **Connecting Your Business to the Commonwealth (10:00 a.m. – noon)**

During this workshop participants will learn:

- About the Commonwealth's process for Goods and Services contracting
- About the Small Business Purchasing Program and the Supplier Diversity Program
- Where to find government business opportunities
- An introduction to COMMBUYS, the Commonwealth's online Market Center

## **COMMBUYS Vendor Registration Assistance (12:15 - 12:40 p.m.)**

Following the **Connecting Your Business to the Commonwealth** workshop, the OSD trainer will demonstrate how to register for a free COMMBUYS vendor account. Attendees may follow along, creating an account in just a few minutes!

### **To Register**

1. Visit [www.mass.gov/sdo](http://www.mass.gov/sdo)
2. On the right side of the screen, click "Register for OSD Trainings"
3. Select the "[Connecting Your Business to the Commonwealth](#)" hyperlink
4. Click on the "**Richard E. Neal City Hall Annex Building**" hyperlink
5. Complete the registration form
6. Click "Register."

### **For More Info:**

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