

# How to do business with the University of Colorado

<https://www.bidnetdirect.com/colorado/universityofcolorado>



# Before We Begin

Housekeeping



## Audio

- This is a listen-only event
- Check your audio settings if you are having problems with the sound
- No microphone required



## Questions

- Ask your questions in the Q&A window or via the chat box and we will answer your questions throughout the webinar



## Recording

- The session is being recorded and will be available at a later date
- The presentation will also be available with the recording



## Contact Us

- If you want us to contact you, leave your name, email and reason in the Chat window

# Here to Help

- **Kim Cullen**, Director of Marketing at Bidnet Direct  
[kim.cullen@mdfcommerce.com](mailto:kim.cullen@mdfcommerce.com)
- **University of Colorado**, Procurement Team  
[PSC@cu.edu](mailto:PSC@cu.edu)
- **Bidnet Direct Vendor Support Team**  
M-F 8am-8pm ET  
800-835-4603, option 2  
[support@bidnet.com](mailto:support@bidnet.com)



# Agenda

1. Overview of **Bidnet Direct & Rocky Mountain E-Purchasing System**
  - Notification emails - As posted by the University & Statewide
2. How participating buyers see your company
3. NIGP Codes- code categories and why it matters
4. Online Demonstration:
  - How to find bids
  - Saving searches
  - Free Registration vs. Purchasing Group vs. Statewide bids
  - Uploading your W-9 & updating vendor profile
5. Placing a bid electronically - Electronic Bid Submission
6. How to register to download documents, addenda & submit bids
7. Q & A



# Rocky Mountain E-Purchasing System

The screenshot shows the homepage of the Rocky Mountain E-Purchasing System. At the top, there is a navigation bar with the 'bidnet direct' logo (powered by mdf commerce) and links for 'Bid Search', 'Participating Agencies', 'Purchasing Groups', 'Vendor Solutions', and 'Buyer Solutions'. On the right side of the navigation bar are 'Login' and 'Vendor Registration' buttons. Below the navigation bar is a search bar with the placeholder text 'Search by Keywords or Bid Title' and a 'Find Bids' button. The main banner features a scenic image of snow-capped mountains with the text 'Rocky Mountain E-Purchasing System' and 'Rocky Mountain government bids & RFPs'. A logo for 'ROCKY MOUNTAIN e-purchasing system' is also present. Below the banner, the page is divided into two columns. The left column has a heading 'Rocky Mountain E-Purchasing System' followed by a 'Welcome to RMEPS!' message and a paragraph explaining the system's benefits for vendors. A 'Legacy site' link is provided for bids published before September 6, 2016. The right column is titled 'Vendor Registration' and includes a paragraph encouraging registration and a 'REGISTER NOW' button with a right-pointing arrow. At the bottom, there is a filter section with tabs for 'Open Solicitations' and 'Closed Solicitations'. Under 'Open Solicitations', there are filter buttons for '437 Groups Bids' and '208 Statewide & Federal Bids', along with a link 'What's the difference?'. Below the filters, it shows '437 Open Solicitations' and an 'Order By' dropdown menu set to 'Published Date (Newest first)'. The first bid listed is 'Self Serve Fuel Station- Airport' in Colorado, published on 10/17/2023.





# Group Notification

San Diego County Water Authority Has Published a New Solicitation Matching Your Profile

 BidNet Direct <noreply@bidnet.com>  
To  San Diego County Water Authority

[← Reply](#) [↶ Reply All](#) [→ Forward](#) [⋮](#)

Fri 1/28/2023 4:51 PM

 If there are problems with how this message is displayed, click here to view it in a web browser.

**bidnet direct.**  
powered by mdf commerce

**NEED HELP: 800-835-4603** **HOME**

Nap Fortich,

The following solicitation, matching your notification profile, has been published on BidNet Direct:

Solicitation Number: RFLI-2024-RM1-02

Solicitation Title: Subject Matter Experts (SMEs) for Technical Assistance Workshops /Businesses

Buying Organization: San Diego County Water Authority

Description: The purpose of this RFLI is to prequalify able and ready Subject Matter Experts (SMEs) who will provide technical assistance workshops to small businesses for the purposes of establishing internships and entry-level positions to create career pathways for tech talent.

The window to submit proposals and get qualified with the College will be every 6 months. Please note that if a company or vendor is prequalified under this process, they do not need to resubmit each time th...

Closing date: 10/24/2023 03:00 PM EDT

If you wish to obtain complete information about this solicitation, please click on the link below:  
[Link to Solicitation Page](#)

If you need assistance, please call BidNet Direct's Support Department at 800-835-4603. Service hours are Monday-Friday from 8:00 am to 8:00 pm EST.

# Statewide Notification

## Statewide Bid Opportunities - 07/26/2023

 BidNet Direct [noreply@bidnet.com]

Sent: Thu 7/26/2023 3:54 AM

To: Kim Cullen (BIDNET)

**Kimberly Cullen**  
BidNet Direct TEST Account

Thursday July 26th, 2023

Here are your statewide opportunities. The opportunities listed below are based on your search preferences and have been added in the last day. Click on any of the titles below to view the solicitation.

You can refine or expand the list of relevant opportunities you receive by [updating your organization categories](#).

Solicitation Title	Organization	Delivery Location	Publication Date	Closing Date
<a href="#">CSMART Application Management Services</a>	City of Houston	TX, USA	07/25/2023	08/23/2023
<a href="#">OPEN RECORDS SYSTEM</a>	County of Rockdale	Rockdale County, GA, USA	07/25/2023	08/23/2023
<a href="#">CLOUD-BASED, VENDOR-HOSTED INTERGRATED PARKING MANAGEMENT SYSTEM</a>	City of Durham	Durham County, NC, USA	07/25/2023	08/24/2023
<a href="#">Integrated Law Enforcement System</a>	County of El Dorado	El Dorado County, CA, USA	07/25/2023	08/21/2023

# How to do business with the University of Colorado



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

# University of Colorado

The University of Colorado plays a profound role in the lives of individuals, businesses and communities throughout Colorado, across the country and around the world. More than a half a million alumni are leaders in business, science, the arts, health care and their communities, and they're joined by some 15,000 more each year. In Aurora, Boulder, Colorado Springs, and Denver, all four campuses are all for Colorado.

- [University of Colorado Boulder](#)
- [University of Colorado Colorado Springs](#)
- [University of Colorado Denver](#)
- [University of Colorado Anschutz Medical Campus](#)
- [CU System Administration](#)

The university  
collectively  
contributes about  
\$12.5 billion to the  
Colorado economy



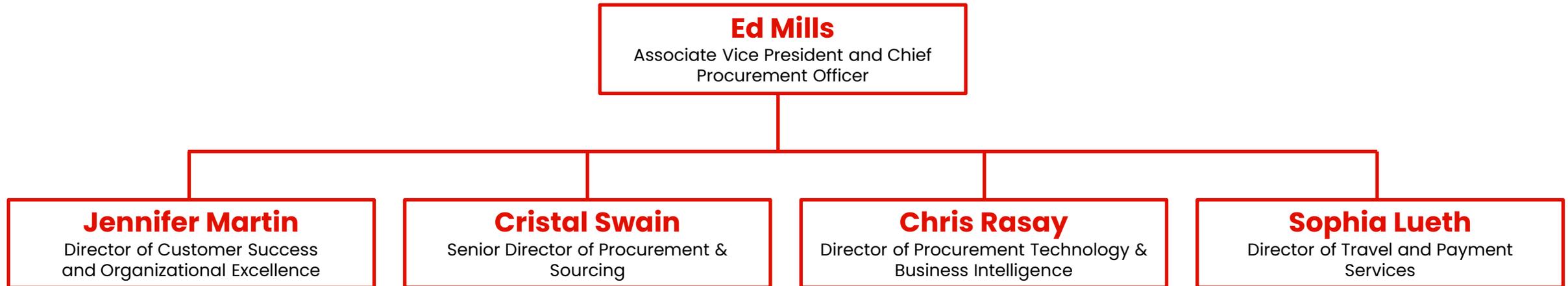
University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

# Procurement Service Center (PSC)

The PSC is a centralized department that provides Procurement & Accounts Payable services to all four campuses plus the system office.

Our mission is to serve the University of Colorado through leadership of high-quality services related to spend management, contracting, procure-to-pay and travel management activities, supporting the University's mission of advancing research and knowledge, and state-of-the-art health care.



# Impact Spending Initiatives

## Small Business

Successful businesses have a positive impact on the University community, and it is important that the University promote a strong and diverse business community. Therefore, the University has established a Small Business Program whose mission is to maximize the opportunities for small business concerns, including small disadvantaged, woman-owned, HUBZone, historically black colleges/universities and minority institutions, veteran owned and service-disabled veteran-owned, to participate in the University's business of procuring Goods and Services at all dollar levels.

## Sustainable Spending

The University is committed to advancing sustainability on campus, in the community, and globally. The University community is encouraged to choose products in alignment with CU's Sustainable Purchasing Guidelines or other sustainable purchasing best practices such as those found at [aashe.org](https://www.aashe.org).

## Local Spending

As a public procurement entity, CU recognizes the broad impact spending has on the local community. CU believes a strong local economy is key to long term diversity and health across Colorado communities. Therefore, the University supports local businesses through the promotion of local spending strategies.

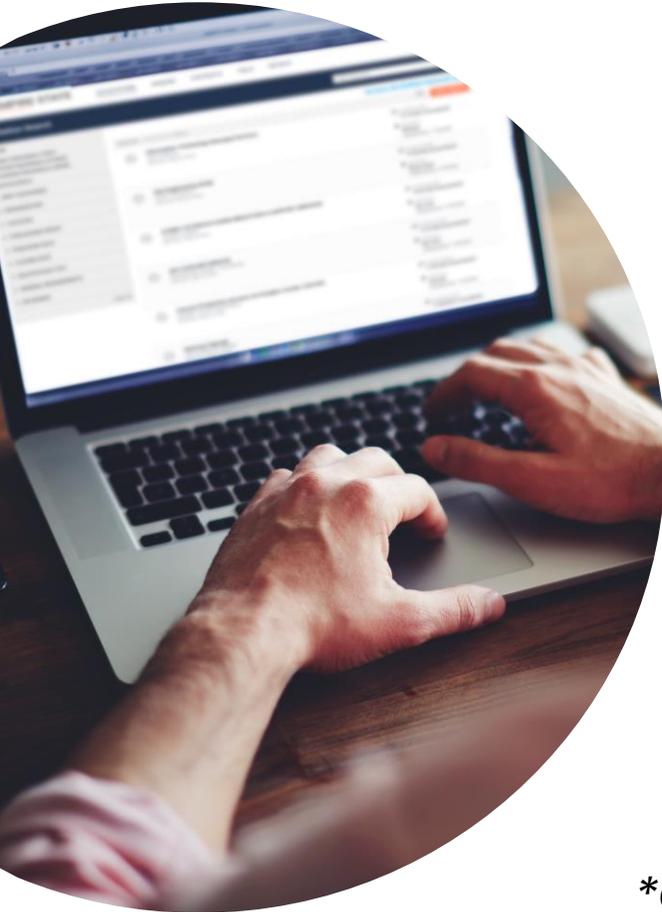


University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus



# Solicitation Thresholds



## Policy

\$100,000 bid threshold for both goods and services\*

- Documents Quotes \$100K - \$500K
- RFPs & IFBs above \$500K

## Informal Procedures

Campus departments obtain 2 quotes for goods and services and complete a simple form to document pricing for orders between \$10,000 and \$100,000

*\*Construction procurements are handled by each campus's Facilities department*



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

# How Participating Buyers See Your Company

What Buyers See: Vendor Search

# NIGP Codes

The screenshot displays the NIGP Categories interface. At the top, it shows '44 Selected' categories. Below this, there are two sections: 'Categories Selected (44)' and 'Categories'. The 'Categories Selected' section lists four categories with their descriptions and checkboxes. The 'Categories' section lists several categories, with a search bar on the right containing the text 'architect'. A red arrow points from the search bar to the 'Categories' list. The search results show categories 208, 209, and 305, with 'Architectural Software' highlighted in yellow. At the bottom, there are 'CANCEL' and 'SAVE' buttons.

Categories Selected (44) Clear All

Code	Description	Selected
257	DEFENSE SYSTEM AND HOMELAND SECURITY EQUIPMENT, WEAPONS AND ACCESSORIES	<input checked="" type="checkbox"/>
25726	CBRNE Medical Supplies and Pharmaceuticals (Not Otherwise Classified) CBRNE Medical Supplies and Pharmaceuticals (Not Otherwise Classified)	<input checked="" type="checkbox"/>
465	HOSPITAL AND SURGICAL EQUIPMENT, INSTRUMENTS, AND SUPPLIES	<input checked="" type="checkbox"/>
46501	Analyzer Equipment, Medical (Not Otherwise Classified) Analyzer Equipment, Medical (Not Otherwise Classified)	<input checked="" type="checkbox"/>

Categories

Code	Description	Selected
208	COMPUTER SOFTWARE FOR MICROCOMPUTERS, SYSTEMS, INCLUDING CLOUD-BASED (PREPROGRAMMED)	<input type="checkbox"/>
20812	Architectural Software Architectural Software	<input type="checkbox"/>
209	COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS (PREPROGRAMMED)	<input type="checkbox"/>
20914	Architectural Software (Mini/Mainframes) Architectural Software (Mini/Mainframes)	<input type="checkbox"/>
305	ENGINEERING AND ARCHITECTURAL EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUMENTS, AND SUPPLIES	<input type="checkbox"/>

Search: architect

This copy of the NIGP Code is the property of the National Institute of Governmental Purchasing, Inc. (NIGP), is displayed and used by BidNet under license from Periscope Holdings, Inc. (the authorized sub-licensor of NIGP), and is protected under the copyright laws of the United States. It may not be copied or used (in whole or part) by any party unless such party is authorized to do so under the terms of a written license agreement entered into with NIGP or its authorized sub-licensors expressly authorizing such party to use the NIGP Code. Unauthorized copying or use is prohibited. Dated: January 2016

CANCEL SAVE

- Category codes used by local government agencies
- 5-digit codes
- How you get “matched” or sent an opportunity by a participating agency
- Updating your codes by editing under “My Organization”

# Online Demonstration

Search by Keywords or Bid Title

[Find Bids](#)

## University of Colorado

Get notified of bid opportunities from University of Colorado



### ROCKY MOUNTAIN



## University of Colorado Bid Opportunities

University of Colorado's Open and Closed Solicitations are posted below. Please [register](#) or [login](#) to see details of all open opportunities.

In the spirit of continuous improvement, the University of Colorado is partnering with the Rocky Mountain e-Purchasing System to publish solicitations and we welcome your participation!

We hope vendors find this system useful in expanding their visibility to the broad array bid opportunities from the extensive number of agencies that are part of the Rocky Mountain e-Purchasing System! Thank you for registering and we look forward to the opportunity of working together. There is no cost to register by selecting the Limited Access. You will have full access to all solicitation information. If you need help registering, please contact BidNet's Vendor Support Department at 800-835-4603, Option 2.

### Register to Bid

Register to do business with University of Colorado. Join the Rocky Mountain E-Purchasing System to expand your business with local governments throughout Colorado and Wyoming.

Register with the Rocky Mountain E-Purchasing System to gain access to bids today.

[REGISTER NOW →](#)

**Open Solicitations**

[Closed Solicitations](#)

[Awarded Solicitations](#)

5 Open Solicitations

Order By [Published Date \(Newest first\)](#)

DQ_INF-0000000008 <a href="#">Video Production for High Concentration Cannabis Health Campaign</a> Colorado	Published 10/30/2023 Closing 11/13/2023
RFP_F-0000000003 <a href="#">Coloradan Print Services</a> Colorado	Published 10/27/2023 Closing 11/28/2023
RFP_F-0000000005 <a href="#">Clinical and Anatomic Pathology Reference Laboratory Services</a> Colorado	Published 10/10/2023 Closing 11/13/2023

# Deadline & Solicitation

RFP-JN-WaterEfficientLandscapesDirectInstall - Water Efficient Landscapes - Direct Install Project

[Bid Intent](#) [Place Bid](#) [Download](#) [Notes](#)

**Time Left to Bid**  
**28d 03h 06m**

- Notice
- Categories
- Documents
- Q & A
- Document Request List
- Audit

**Reference Number**  
0000330512

**Owner Organization**  
WR-WCP

**Solicitation Number**  
RFP-JN-WaterEfficientLandscapesDirectInstall

**Source ID**  
PU.OTH.USA.2488859.C14721901

**Details**

**Location**  
United States, California, San Diego County

**Piggyback Contract**  
Yes

**Dates**

**Publication**  
09/20/2023 03:30 PM EDT

**Bid Intent Deadline**  
10/30/2023 03:00 PM EDT

**Questions are submitted online**  
Yes

**Issuing Organization**  
San Diego County Water Authority

**Solicitation Type**  
RFP - Request for Proposal (Formal)

**Title**  
Water Efficient Landscapes - Direct Install Project

**Purchase Type**  
Duration: 4 years  
Option: 1 year

**Bid Intent**  
Optional

**Question Acceptance Deadline**  
10/06/2023 03:00 PM EDT

**Closing Date**  
10/30/2023 03:00 PM EDT

# Electronic bid submission

RFP-JN-WaterEfficientLandscapesDirectInstall - Water Efficient Landscapes - Direct Install Project

Time Left to Bid  
**28d 03h 05m**

Reference Number  
0000330512

Issuing Organization  
San Diego County Water Authority

Owner Organization  
WR-WCP

Solicitation Type  
RFP - Request for Proposal (Formal)

Solicitation Number  
RFP-JN-WaterEfficientLandscapesDirectInstall

Source ID  
PU.OTH.U.S.A.

Location  
United States

Piggyback Code  
Yes

Publication  
09/20/2023 03:30 PM EDT

Bid Intent  
Optional

Bid Intent Deadline  
10/30/2023 03:00 PM EDT

Question Acceptance Deadline  
10/06/2023 03:00 PM EDT

Questions are submitted online  
Yes

Closing Date  
10/30/2023 03:00 PM EDT

**Place a Bid**

RFP-JN-WaterEfficientLandscapesDirectInstall - Water Efficient Landscapes - Direct Install Project

Closing Date: 10/30/2023 03:00 PM EDT

Please select the desired action and click on Continue.

Place a new Bid

Place a No Bid

Cancel Continue

# Electronic bid submission

## Important reminders:

- Document titles
- Follow directions!

RFP123 - Construction Project

Status: **BID NOT SUBMITTED** Closing Date: 12/01/2022 03:00 PM EST Time Left to Bid: 40d 22h 22m

### Create Bid

1 Proposal 2 Submission 3 Confirmation

Documents Pricing

**Bid Documents - Bid Documents** OPTIONAL ^

Documents defining the proposal

Drag & Drop or browse for your file

Drag & Drop or browse for your zip file

[Collapse All](#) | [Expand All](#)

File	Size	Uploaded Date	Processing Status	
 RFP123 - Construction Proposal.pdf	491 Kb	11/01/2022 11:11 AM EDT	COMPLETED	⋮

? Cancel Save & Quit Next

# Electronic Bid Submission

//  
Oops! I uploaded the  
wrong document.  
//

On Bid Documents screen:  
Hamburger icon → Remove Document

The screenshot shows the 'Bid Documents' interface. At the top, there are two dashed boxes for uploading files: one for general files and one for zip files. Below these is a table with columns: File, Size, Uploaded Date, Processing Status, and a hamburger menu icon. The table contains one entry: 'RFP123 - Construction Proposal.pdf' with a size of 491 Kb, uploaded on 11/01/2022 at 11:11 AM EDT, and a status of 'COMPLETED'. A red circle highlights the hamburger menu icon in the 'Processing Status' column for this entry.

File	Size	Uploaded Date	Processing Status	
RFP123 - Construction Proposal.pdf	491 Kb	11/01/2022 11:11 AM EDT	COMPLETED	⋮

# Electronic Bid Submission

(Optional) is found  
on any document  
NOT required

Save & Quit to  
come back later

Click "Next" for  
pricing & to finalize

RFP123 - Construction Project

Status: **BID NOT SUBMITTED** Closing Date: 12/01/2022 03:00 PM EST Time Left to Bid: 40d 22h 22m

### Create Bid

1 Proposal 2 Submission 3 Confirmation

Documents Pricing

**Bid Documents - Bid Documents** OPTIONAL

Documents defining the proposal

Drag & Drop or browse for your file

Drag & Drop or browse for your zip file

Collapse All | Expand All

File	Size	Uploaded Date	Processing Status
RFP123 - Construction Proposal.pdf	491 Kb	11/01/2022 11:11 AM EDT	COMPLETED

Cancel Save & Quit Next

# Electronic Bid Submission

Make certain to read any notes; on each page of the submission process & in the documents provided in the request.

The screenshot shows a web interface for submitting a bid. At the top, a dark blue header contains the project name "RFP123 - Construction Project" on the left. On the right, it displays the status "BID NOT SUBMITTED" in a red box, the closing date "12/01/2022 03:00 PM EST", and a teal box showing "Time Left to Bid" as "40d 22h 22m". Below the header, the main content area is titled "Create Bid" and features a progress indicator with three steps: "1 Proposal" (active), "2 Submission", and "3 Confirmation". Underneath, there are two tabs: "Documents" and "Pricing". The "Pricing" tab is active and shows a form for "Total Bid Price\*" with an empty input field and a note: "Corresponds to the base price, excluding taxes." At the bottom of the form, there are navigation buttons: "Previous" (with a left arrow), "Cancel" (with a question mark icon), "Save & Quit", and "Next" (in an orange box).

# Electronic Bid Submission

For security purposes, enter your:

- Full name
- Re-enter your password for **Bidnet Direct**; and
- Confirm

The screenshot shows a web interface for submitting a bid. At the top, it displays 'RFP123 - Construction Project' and a status bar with 'Status: BID NOT SUBMITTED', 'Closing Date: 12/01/2022 03:00 PM EST', and 'Time Left to Bid: 40d 22h 22m'. The main heading is 'Create Bid', with a progress indicator showing three steps: 1. Proposal, 2. Submission (current step), and 3. Confirmation. The 'Exceptions' section asks 'Does this bid contain exceptions?' with radio buttons for 'No' (selected) and 'Yes'. The 'Bidder Compliance & Authentication' section contains a disclaimer and a declaration. Below this, there are two input fields: 'Bid Submitted By (Full Name)\*' with the value 'John Doe' and 'For security reasons please re-enter your password\*' with a masked password '\*\*\*\*\*'. At the bottom, there are buttons for 'Previous', 'Cancel', 'Save & Quit', and 'Submit Bid'.

The dialog box is titled 'BID SUBMISSION CONFIRMATION' and contains the text: 'Submission will make the bid active and submit it to the solicitation owner. Are you sure you want to proceed?'. At the bottom, there are two buttons: 'NO' and 'YES'.

# Electronic Bid Submission

## Create Bid

 [Print](#)

 Proposal  Submission  3 Confirmation

Your bid for solicitation "12345321 - Auditing Services" has officially been submitted. You will receive notifications by email when amendments are issued.

**Bid Submission Date** 02/17/2023 03:53 PM EST

**Confirmation Number** 0000009180

You can [download a PDF version](#) of this confirmation for your records.

Take note that you can withdraw and modify your bid up until the solicitation's closing date set for 02/28/2023 04:00 PM EST.

# Electronic Bid Submission

The screenshot shows the 'bidnet direct.' logo (powered by mdf commerce) in the top left. Navigation links for 'SOLICITATIONS' and 'PARTICIPATING ORGANIZATIONS' are in the top center. A search bar on the right contains the text 'Search by Solicitation Number or Title' and a magnifying glass icon, with an 'Advanced' link next to it. Below the search bar is a table with the following data:

Sol.Number ▲	Title	Closing Date (Time Remaining)	Bid Status	Bid Submission Date	Confirmation No.
1130817	Diving program Management Services	09/08/2021 03:00 PM EDT (14d 1h 17m)	Submitted	08/25/2021 01:41 PM EDT	0000018563

Below the table, it says '1 result found'. A context menu is open over the first row, showing 'View' and 'Withdraw' options, with a hand cursor pointing at the 'View' option.

View your solicitation and make any changes by “withdrawing” and resubmitting up until time of bid closing.

# Registration

**bidnet direct.**  
powered by mdf commerce

Call Us: 800-835-4603 [Login](#)

## Registration

1 Package Selection

One year  Two years (save up to 20%)

**Limited** ✓

**\$0**  
Create an account

- ✓ Member agencies bids

**Group Agencies**

**\$9** /state /month  
Billed annually

378 AGENCIES

- ✓ Member agencies bids
- ✓ Real-time bid alerts
- ✓ Advanced search

**State & Local**

**\$36** /state /month  
Billed annually

541 AGENCIES

- ✓ Member agencies bids
- ✓ Real-time bid alerts
- ✓ Advanced search
- ✓ Daily bid notifications
- ✓ State & local bids

**Federal, State & Local**

**\$45** /state /month  
Billed annually

1317 AGENCIES

- ✓ Member agencies bids
- ✓ Real-time bid alerts
- ✓ Advanced search
- ✓ Daily bid notifications
- ✓ State & local bids
- ✓ Federal bids

MAXIMUM BID OPPORTUNITIES!

### Order Details

**Limited Package**  
(One year)

**Colorado & Wyoming**  
Rocky Mountain E-Purchasing System

Sub-Total	\$0.00
<b>Total</b>	<b>\$0.00</b>

Prices are in US Dollars. All fees are non-refundable. Your subscription will renew automatically. Your next payment of \$0.00 (plus applicable taxes) is due on 10/17/2024 and every year thereafter. We will place these charges against your credit card on file on that date unless you cancel your subscription beforehand. You may cancel at any time, but cancellation goes into effect at the start of your next billing cycle.

Select your States (1) **Get up to 25% OFF when you select 3+ states**

Colorado & Wyoming ×

Modify States

Save and Continue

# Package Selection

- Select the package that makes the most sense for your company
- For maximum bid opportunities, select Federal Bids to receive matching email notification from ALL **Participating Member Agencies, State & Local**, and **Federal** bids across **California** (subscription fee required)
- Limited package provides access to all bid information; however, you are **not notified** when you match with new information as it is published. *Vendors can still view, search, download and respond electronically to solicitations at no cost.*
- You can also add more States you are interested in doing business by clicking “Modify States”
- Press Save and Continue

**Registration**

1 Package Selection

One year  Two years (save up to 20%)

Package	Price	Agencies	Features
Limited	\$0	Create an account	Member agencies bids
Group Agencies	\$9 /state /month	378 AGENCIES	Member agencies bids, Real-time bid alerts, Advanced search
State & Local	\$36 /state /month	541 AGENCIES	Member agencies bids, Real-time bid alerts, Advanced search, Daily bid notifications, State & local bids
Federal, State & Local	\$45 /state /month	1317 AGENCIES	Member agencies bids, Real-time bid alerts, Advanced search, Daily bid notifications, State & local bids, Federal bids

MAXIMUM BID OPPORTUNITIES!

Select your States (1) Get up to 25% OFF when you select 3+ s

Colorado & Wyoming x

Modify States

Save and Continue

**Order Details**

Federal Package (One year)

Colorado & Wyoming Rocky Mountain E-Purchasing System

Sub-Total \$540.00

[Add a promo code](#)

Total \$540.00

Prices are in US Dollars. All fees are non-refundable. Your subscription will renew automatically. Your next payment of \$540.00 (plus applicable taxes) is due on 10/17/2024 and every year thereafter. We will place these charges against your credit card on file on that date unless you cancel your subscription beforehand. You may cancel at any time, but cancellation goes into effect at the start of your next billing cycle.

**Selected States - Federal Package**

State Name

STATE NAME (# OF AGENCIES) [Select All/None](#)

- Alabama (1045)
- Alaska (899)
- Arizona (985)
- Arkansas (1127)
- California (1589)
- Colorado & Wyoming (1317)
- Connecticut (1242)
- Delaware (883)
- Florida (1257)
- Georgia (1119)

State Discounts (Per Month)	
1-2 states	\$43.00 each
3-4 states	\$38.00 each
5 or more states	\$175.00

Cancel [Confirm \(1\) States](#)

# Personal Information & Advertising Package

- Also in this section, an option is available to add your logo, product sell-sheets, catalogues, etc. to your company profile
- You can add this to your profile or click on the toggle to remove the Advertising Package. *You can always add this later.*
- Review your personal information and click “Save and Continue”
- *Note: If you did not select any paid packages, the button will say “Finalize the Registration”. Skip to page 7.*



**Stand out from the competition!**

- Advertise your company's brand & offering
- Showcase your sell-sheets & one-pagers
- Catch the attention of more buyers

Added \$64.95

## 2 Personal Information

First Name	Last Name
<input type="text" value="Nap"/>	<input type="text" value="Fortich"/>
Company Name	Phone Number
<input type="text" value="Example Construction Services"/>	<input type="text" value="518 245 2368"/>

### Connection Details

Email Address	Username
<input type="text" value="nap.fortich@exampleconstruction.com"/>	<input type="text" value="nap.fortich6"/>
Password	Confirm Password
<input type="password" value="....."/>	<input type="password" value="....."/>

I agree to the [Terms & Conditions](#) stated herein  
I am an authorized representative of the above-named organization.



**Stand out from the competition!**

- Advertise your company's brand & offering
- Showcase your sell-sheets & one-pagers
- Catch the attention of more buyers

Added \$64.95

# Payment Information (if applicable)

- If any paid registration options were selected, you will be prompted to enter your credit card information
- You can review the amount and the user information on the right screen
- Finalize the registration

The screenshot shows a payment registration interface. The main form is titled '3 Payment Method' and includes fields for Card Holder Name, Card Number (0000 0000 0000 0000), Expiry Date (MM/YY), and Security Code (CVV). Below these are 'Billing Address' fields for Address, City, Zip/Postal Code, Country (United States), and State/Province (Choose a state/province). An orange 'Finalize the registration' button is at the bottom. The right sidebar, titled 'Order Details', shows a 'Federal Package (One year) Colorado & Wyoming Rocky Mountain E-Purchasing System' with an 'Enhanced Advertising Profile' for \$64.95. The 'Sub-Total' and 'Total' are both \$604.95. A disclaimer states: 'Prices are in US Dollars. All fees are non-refundable. Your subscription will renew automatically every year. Your next payment of \$604.95 (plus applicable taxes) is due next year. We will place these charges against your credit card on file next year unless you cancel your subscription beforehand. You may cancel at any time, but cancellation goes into effect at the start of your next billing cycle.' The 'User Information' section lists 'Nap Fortich', 'Example Construction Services', and 'nap.fortich@exampleconstruction.com'.

**3 Payment Method** VISA MasterCard AMERICAN EXPRESS

Card Holder Name

Card Number  Expiry Date  Security Code

**Billing Address**

Address

City  Zip/Postal Code

Country  State/Province

**Finalize the registration**

**Order Details**

Federal Package (One year)  
Colorado & Wyoming Rocky Mountain E-Purchasing System  
Enhanced Advertising Profile \$64.95  
Sub-Total \$604.95  
Total \$604.95

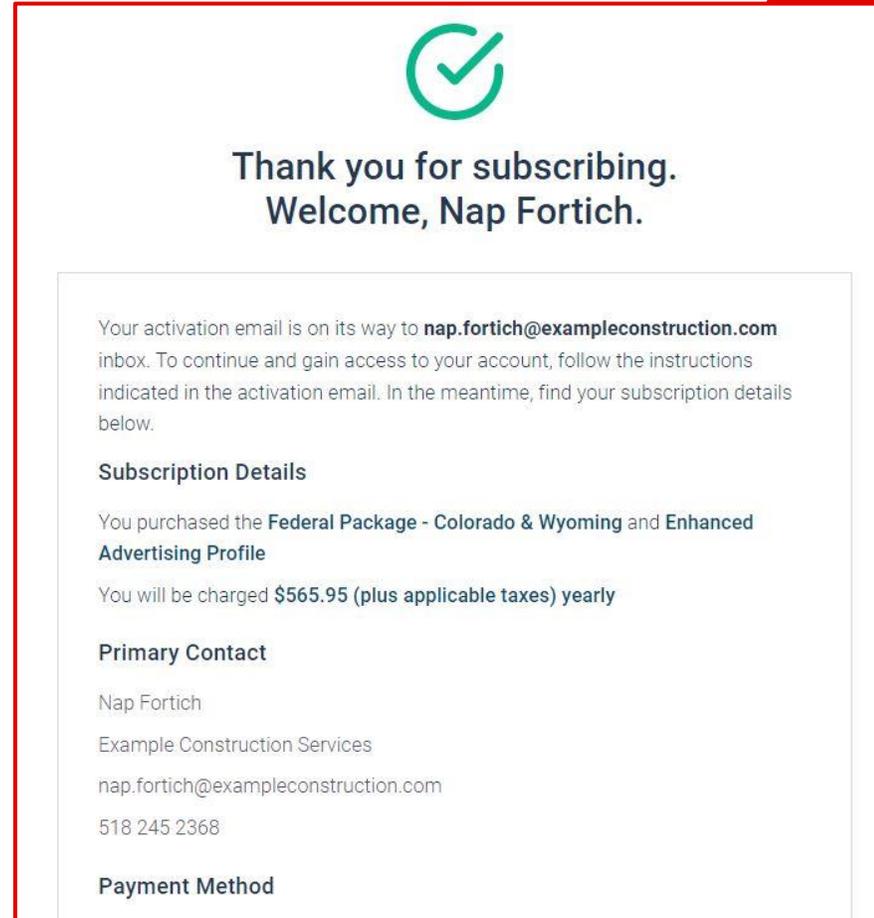
Prices are in US Dollars. All fees are non-refundable. Your subscription will renew automatically every year. Your next payment of \$604.95 (plus applicable taxes) is due next year. We will place these charges against your credit card on file next year unless you cancel your subscription beforehand. You may cancel at any time, but cancellation goes into effect at the start of your next billing cycle.

**User Information**

Nap Fortich  
Example Construction Services  
nap.fortich@exampleconstruction.com

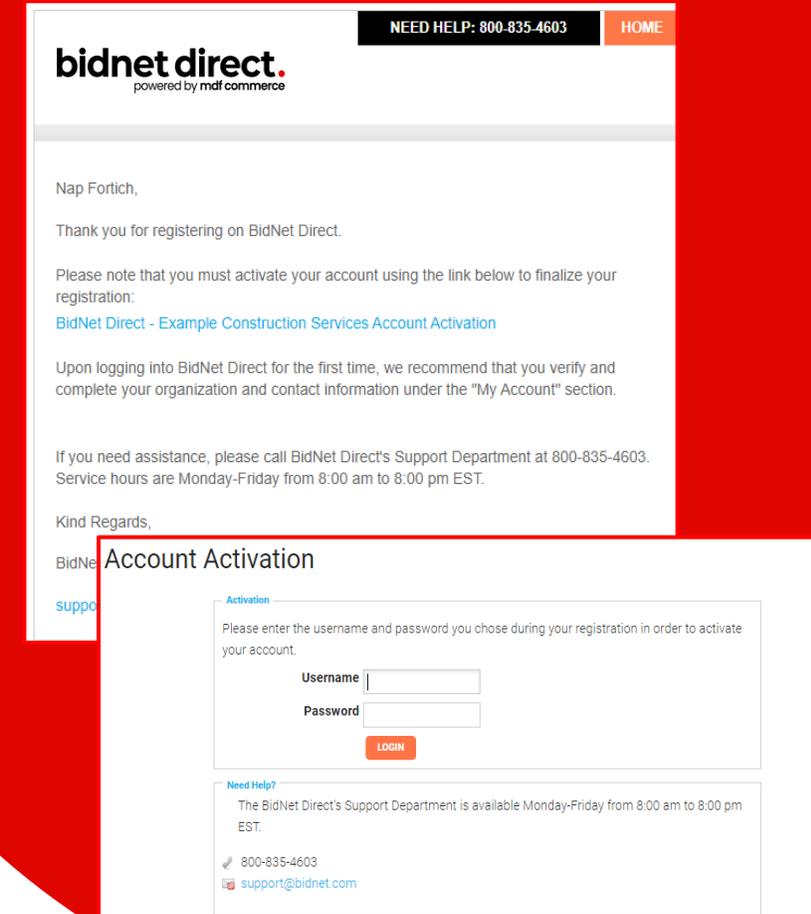
# Complete & Activate Account

- This confirmation page will show your subscription details and the activation email will be sent to you in a few minutes
- **Check your email** to complete the registration process & verify your email address. *Make sure to check your Spam Inbox if you have not received your activation email.*
- Click on the link and login using the username and password you entered



A confirmation email template with a green checkmark icon at the top. The text reads: "Thank you for subscribing. Welcome, Nap Fortich." Below this is a section for "Subscription Details" stating the activation email is on its way to [nap.fortich@exampleconstruction.com](mailto:nap.fortich@exampleconstruction.com) and that the user purchased the "Federal Package - Colorado & Wyoming and Enhanced Advertising Profile" for \$565.95 yearly. It also lists "Primary Contact" information for Nap Fortich at Example Construction Services and a "Payment Method" section.

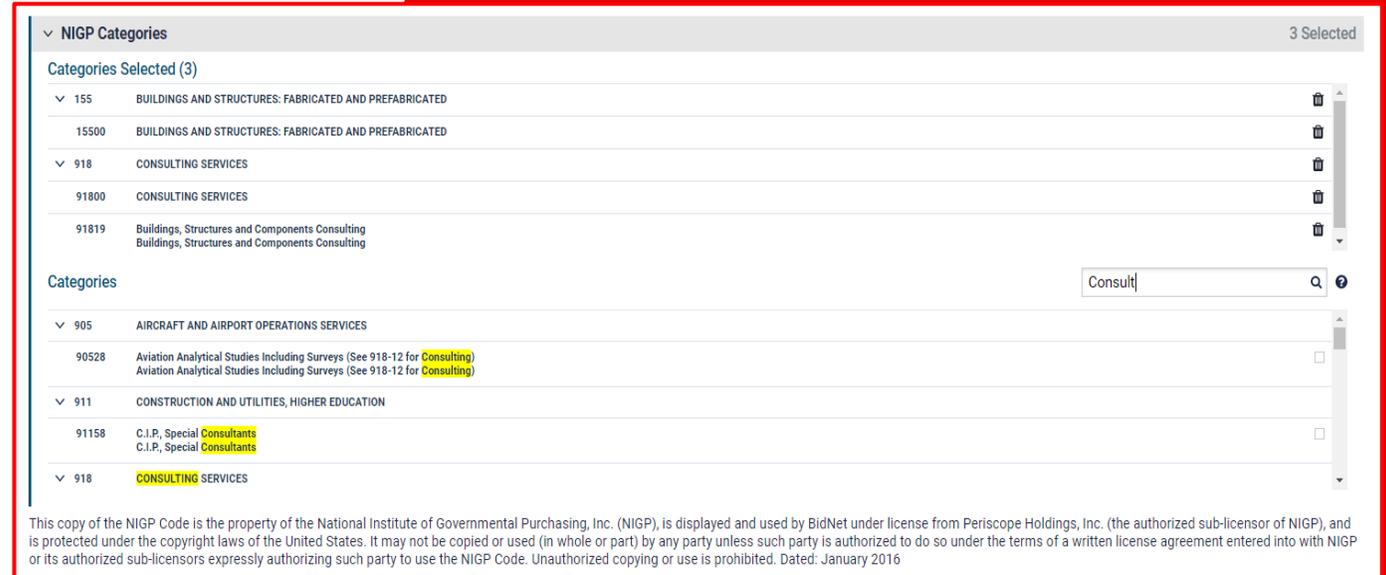
## Sample Email:



A sample email from BidNet Direct, powered by mdf commerce. The header includes "NEED HELP: 800-835-4603" and a "HOME" link. The email body addresses Nap Fortich and thanks him for registering. It includes a link for "BidNet Direct - Example Construction Services Account Activation". Below this is an "Account Activation" form with fields for "Username" and "Password" and a "LOGIN" button. A "Need Help?" section at the bottom provides support hours and contact information.

# Category Code Selection

- Upon your initial login, you will be asked to select the category codes of the products or services your company offers
- Search by keyword & select all the codes that apply
- This information is used:
  - For automatic email notifications when you match with new solicitations
  - In your company profile for buyers to search & find by product/service requirements
  - For any “invitation” to bid manually requested by buyers



3 Selected

Categories Selected (3)

155	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED	<input checked="" type="checkbox"/>
15500	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED	<input checked="" type="checkbox"/>
918	CONSULTING SERVICES	<input checked="" type="checkbox"/>
91800	CONSULTING SERVICES	<input type="checkbox"/>
91819	Buildings, Structures and Components Consulting Buildings, Structures and Components Consulting	<input type="checkbox"/>

Categories

Consult

905	AIRCRAFT AND AIRPORT OPERATIONS SERVICES	<input type="checkbox"/>
90528	Aviation Analytical Studies Including Surveys (See 918-12 for Consulting) Aviation Analytical Studies Including Surveys (See 918-12 for Consulting)	<input type="checkbox"/>
911	CONSTRUCTION AND UTILITIES, HIGHER EDUCATION	<input type="checkbox"/>
91158	C.I.P., Special Consultants C.I.P., Special Consultants	<input type="checkbox"/>
918	CONSULTING SERVICES	<input type="checkbox"/>

This copy of the NIGP Code is the property of the National Institute of Governmental Purchasing, Inc. (NIGP), is displayed and used by BidNet under license from Periscope Holdings, Inc. (the authorized sub-licensor of NIGP), and is protected under the copyright laws of the United States. It may not be copied or used (in whole or part) by any party unless such party is authorized to do so under the terms of a written license agreement entered into with NIGP or its authorized sub-licensors expressly authorizing such party to use the NIGP Code. Unauthorized copying or use is prohibited. Dated: January 2016

# Additional Information

- Additional information such as your type of business structure, and any DBE or other certification will be asked
- You may also upload your W-9 form directly to your company profile (agencies prefer this)
- This information is used:
  - In your company profile for buyers to search & find by product/service requirements
  - For any “invitation” to bid manually requested by buyers

1 - Category Selection      2 - Additional Information      3 - Confirmation

**Business Structure\***

- Public Corporation
- Private Corporation
- Partnership
- LLC or LLP
- Individual/Independent Contractor/Sole Proprietor
- Joint Venture
- Non-Profit Organization
- Government Agency
- Organization exempt under Sec 501 (a)
- Other

**Business Type**

- Small
- Large
- Minority Owned
- Woman Owned
- Veteran Owned
- Disabled
- Disadvantaged
- Service Disabled
- Historically Underutilized Business (located in a HUB Zone)
- Historically Underutilized Business (not located in a HUB Zone)
- Historically Black College or University
- Other

**Owner Ethnicity**

- Caucasian
- Hispanic
- Asian/Asian Pacific
- Sub-Continent Asian (Asian Indian)
- African American/Black
- Native American
- Other

**Number of Employees\***

11 to 50

**W-9**

[Upload W-9 form](#)

**Rocky Mountain E-Purchasing System - Additional Information**

**Is your company SBE certified by the City of Denver? \***

Yes  
 No

**Do you have any other M/WDBE Certifications?\***

Yes  
 No

**Other certification names:\***

Please separate answers by commas.

< Previous      **Activate**

# Registration Complete!

- Login and start looking at open solicitations from **San Diego County Water Authority**
- If you selected the paid e-mail notification for Group, Statewide or Federal Opportunities, new notifications of solicitations that match your profile will start immediately
- Need help registering or navigating the system? Contact the **Bidnet Direct** Vendor Support team at **800-835-4603, option 2**

1 - Category Selection

2 - Additional Information

3 - Confirmation



## Activation Confirmation

Your account has been successfully activated!

[Start Looking for Solicitations](#)

 Need Help?

The BidNet Direct's Support Department is available Monday-Friday from 8:00 am to 8:00 pm EST.

800-835-4603  
support@bidnet.com

# Here to Help

- **Kim Cullen**, Director of Marketing at Bidnet Direct  
[kim.cullen@mdfcommerce.com](mailto:kim.cullen@mdfcommerce.com)
- **Bidnet Direct Vendor Support Team**  
M-F 8am-8pm ET  
800-835-4603, option 2



# Questions

