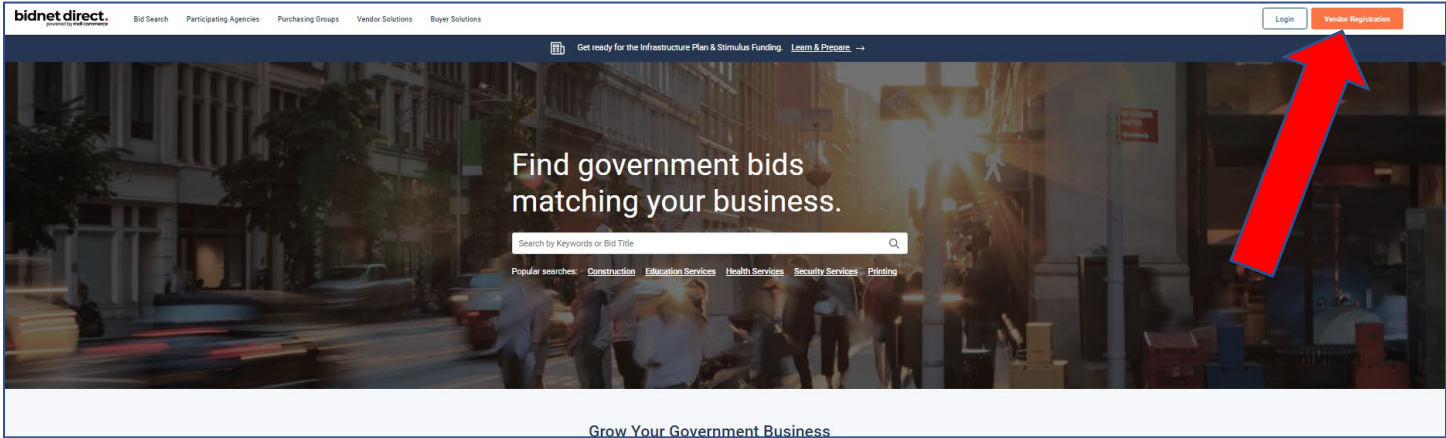


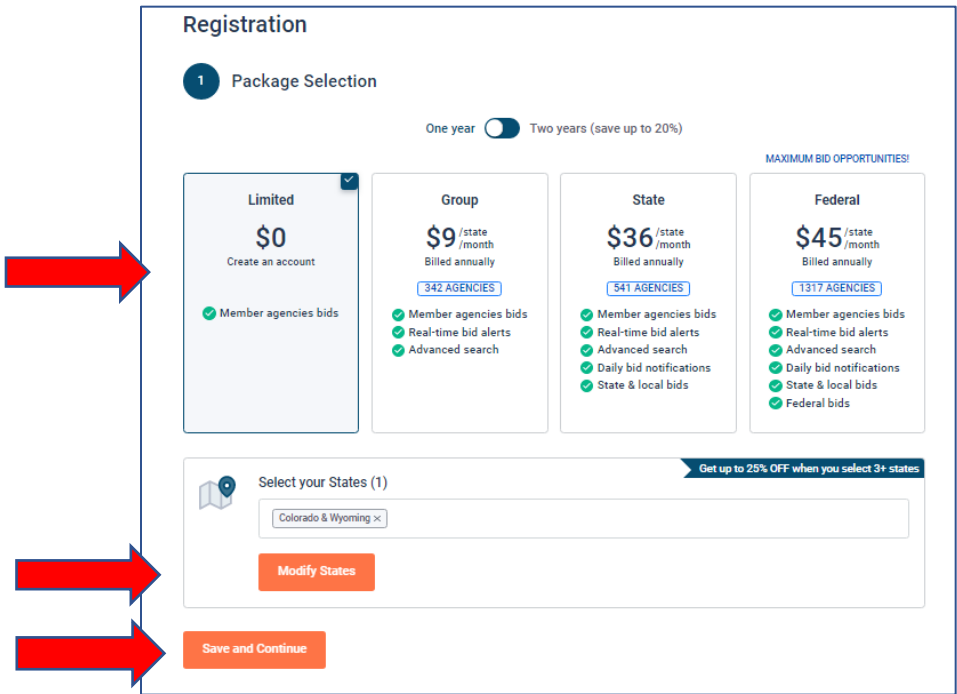
Registering for Bidnet & Searching for Opportunities – March 2023

Rocky Mountain e-Purchasing System (known also as ‘Bidnet Direct’, or ‘Bidnet’) is FREE - you will not need to enter any payment information unless you want to upgrade.

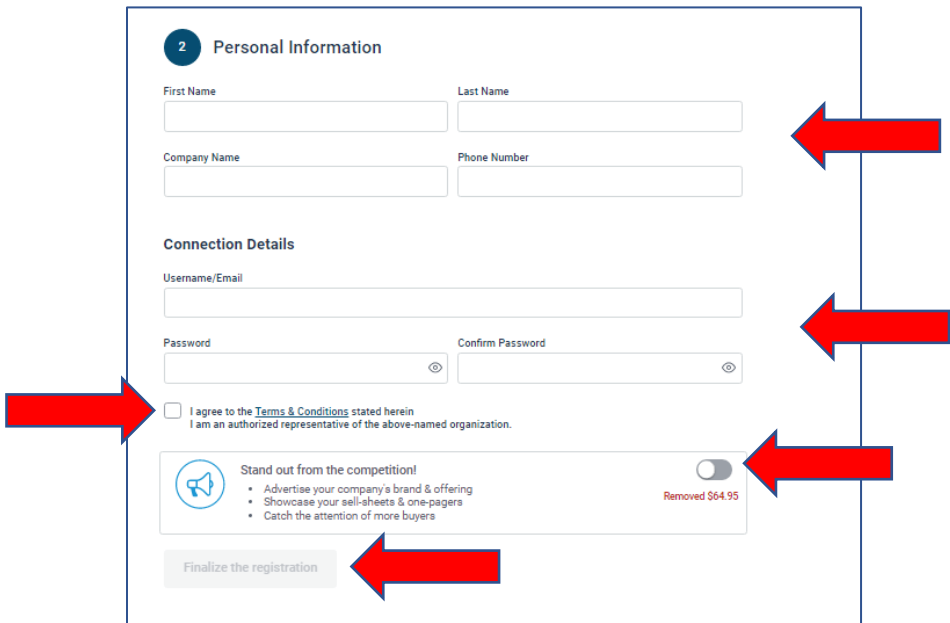
- 1. Go to <https://www.bidnetdirect.com/> via your web browser
- 2. Click “Vendor Registration” in the top right



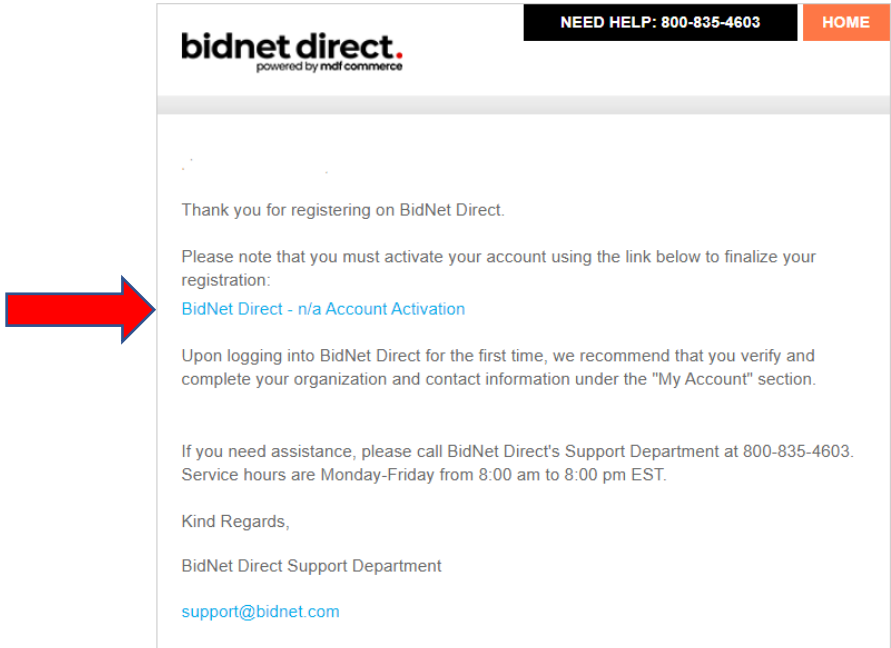
- 3. For the free version, select "Limited", add the state(s), then click “Save and Continue”



- 4. Enter your business information, create a username and password, deselect the advertising slider if you wish (saving you \$64.95), and agree to their terms. Then select “Finalize the registration”.



5. You will receive an email similar to this. Click on the [blue link](#) to finalize your registration.



6. There are 5 steps to finalize your registration. Step 1 is to build your Organization Profile. When done, click “Next”

A screenshot of the 'Account Activation' page, Step 1: Organization Profile. The progress bar shows 5 steps: 1 - Organization Profile, 2 - Contact Profile, 3 - Category Selection, 4 - Additional Information, and 5 - Confirmation. The form fields include: Organization Name*, Type (dropdown with 'Supplier' selected), Organization Address (Address*, City*, Country*, Zip/Postal Code*), Organization Contact Information (Phone*, ext., Toll Free, Fax, Email, Website), and a 'Next >' button. A red arrow points to the 'Next >' button.

7. Step 2 is to build your Contact Profile. When done, click “Next”, or click “Previous” to alter information on the previous page.

A screenshot of the 'Account Activation' page, Step 2: Contact Profile. The progress bar shows Step 1 completed with a checkmark, and Step 2 is the current active step. The form fields include: Job Title, First Name* (Heather), Initial, Last Name* (MacMillan), Personal Address (with a checked box 'Same as organization address'), Address* (Fort Collins), City* (Fort Collins), Country* (United States), State/Province* (Colorado), Zip/Postal Code*, Personal Contact Information (Phone*, ext., Fax, Email*, Time Zone* (Eastern (US & Canada))), and navigation buttons '< Previous' and 'Next >'. A red arrow points to the 'Next >' button.

8. Step 3 enables you to select the category/ies your company does business in. Use the “Search” function to find your line of work and select the category.

*This information is used by Bidnet to ‘push’ emails to to paying vendors that announce solicitations (Bids, RFPs, etc) in their line of work. Selecting the correct category is less important if you are a non-paying vendor, as non-paying vendors do not receive push emails, they search out opportunities themselves.

When done, click “Next”, or click “Previous” to alter information on the previous page.

bidnet direct.
powered by small commerce

Account Activation

1

1 - Organization Profile

2

2 - Contact Profile

3

3 - Category Selection

4

4 - Additional Information

5

5 - Confirmation

Thanks for registering! Now that your account is all set up, select your categories to find matching bids!

NIGP Categories

(0 Selected)

There are no categories selected.

Categories

Search

> 005

ABRASIVES

> 010

ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES

> 015

ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.

> 019

AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES

> 020

AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)

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

< Previous

Next >

9. Step 4 is to provide additional information about your business. Only the items with a star “*” next to it is required to complete. The orange arrows show optional information. When complete, click “Activate”

bidnet.direct
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Account Activation

1 - Organization Profile 2 - Contact Profile 3 - Category Selection 4 - Additional Information 5 - 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* **Established Since***

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

[< Previous](#) [Activate](#)

Terms:

SBE = "Small Business Enterprise"

M/WDBE = Minority / Women-owned Disadvantaged Business Enterprise"

10. Congratulations! You did it and can now start searching for opportunities!

bidnet direct.
powered by intel construction

Account Activation

✓

1 - Organization Profile

✓

2 - Contact Profile

✓


3 - Category Selection

✓

4 - Additional Information

5


5 - Confirmation





Activation Confirmation

Your account has been successfully activated!

Start Looking for Solicitations

**Need Help?**

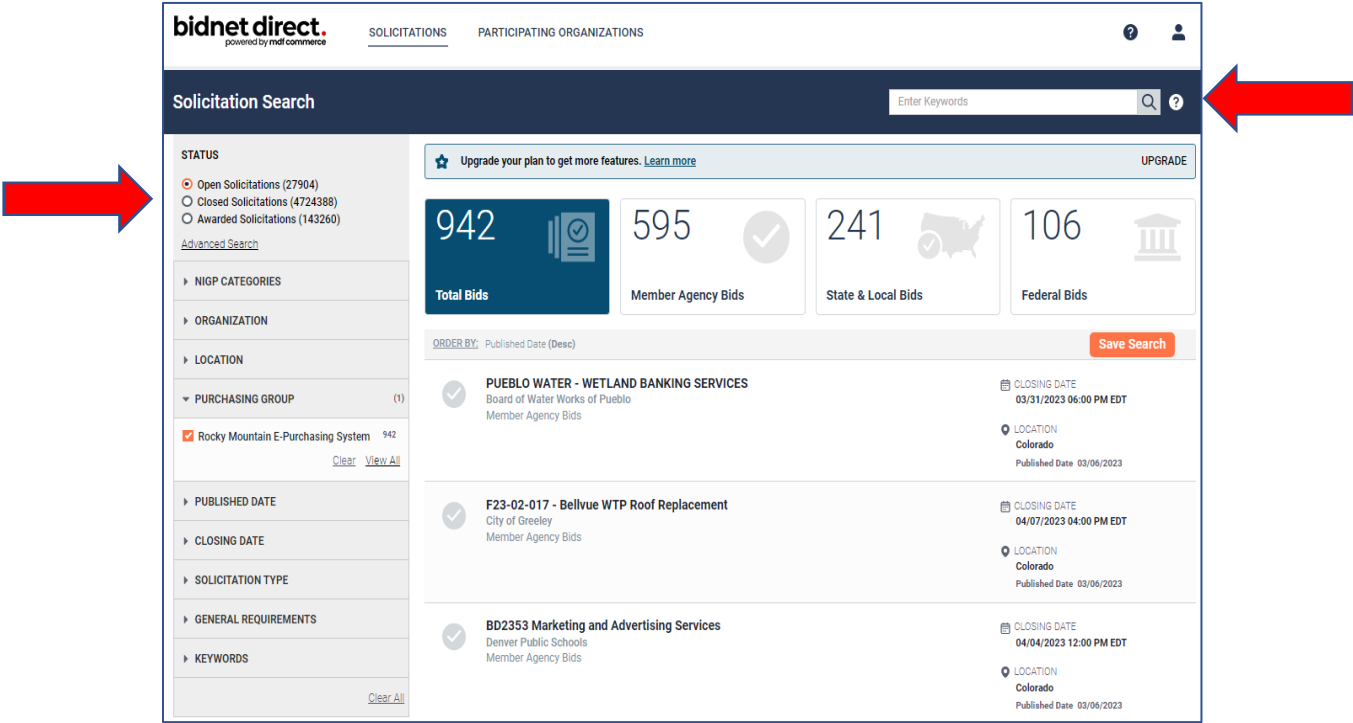
The BidNet Direct's Support Department is available Monday-Friday from 8:00 am to 8:00 pm EST.

 800-835-4603
 support@bidnet.com

11. When you login to Bidnet you will come to a landing page similar to this.

It defaults to “Open solicitations”, but you can choose to see closed or awarded solicitations.

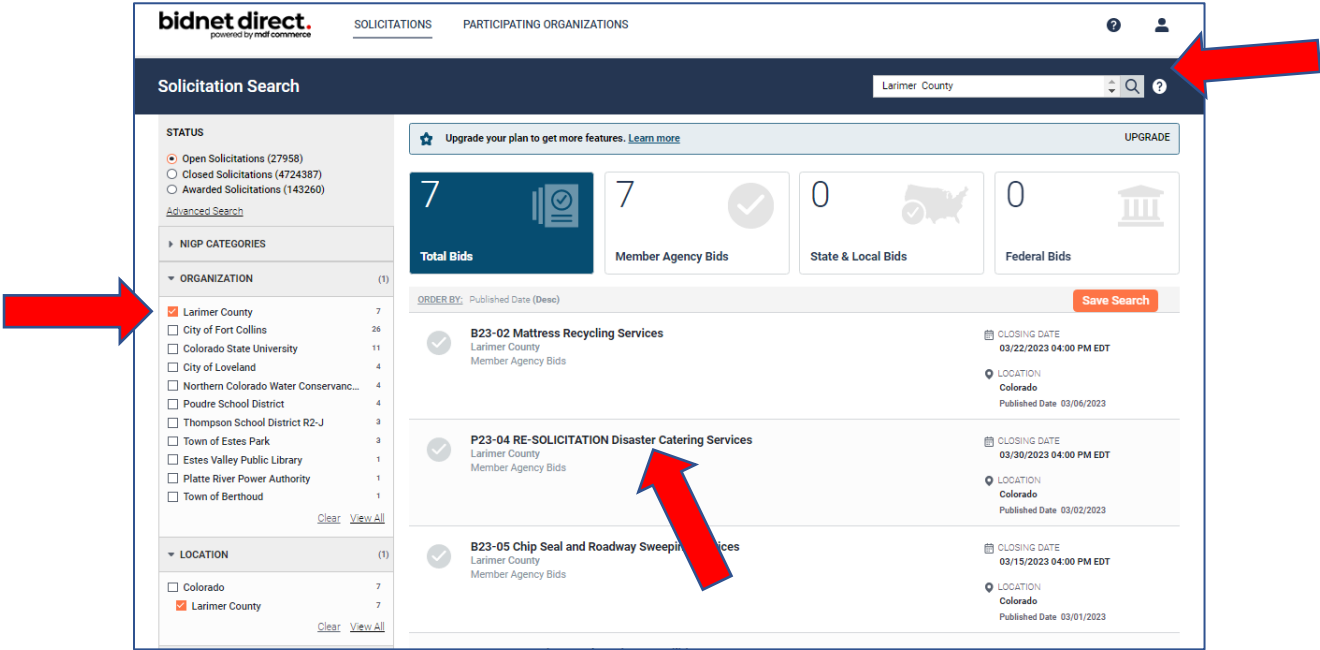
You may search for opportunities by typing a key word in the search function in the top right.



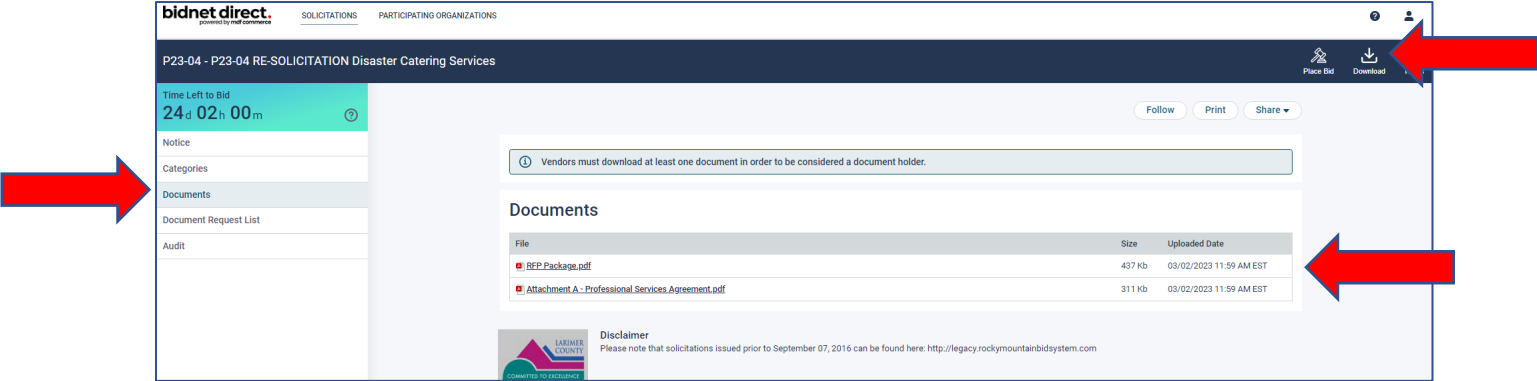
12. There are a couple of steps to search for opportunities with Larimer County government specifically.

First, enter “Larimer County” in the search function. This narrows down the search to all governmental entities within the geographic area of Larimer County. Next, to see solicitations published specifically by Larimer County government, next click the “Organization” tab, then choose “Larimer County.”

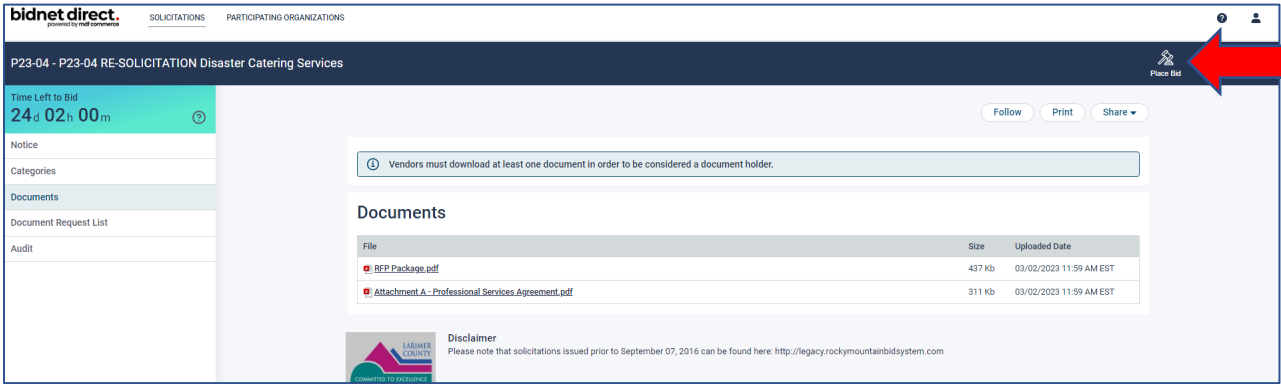
To see the documents for a specific solicitation, click on the title of the solicitation.



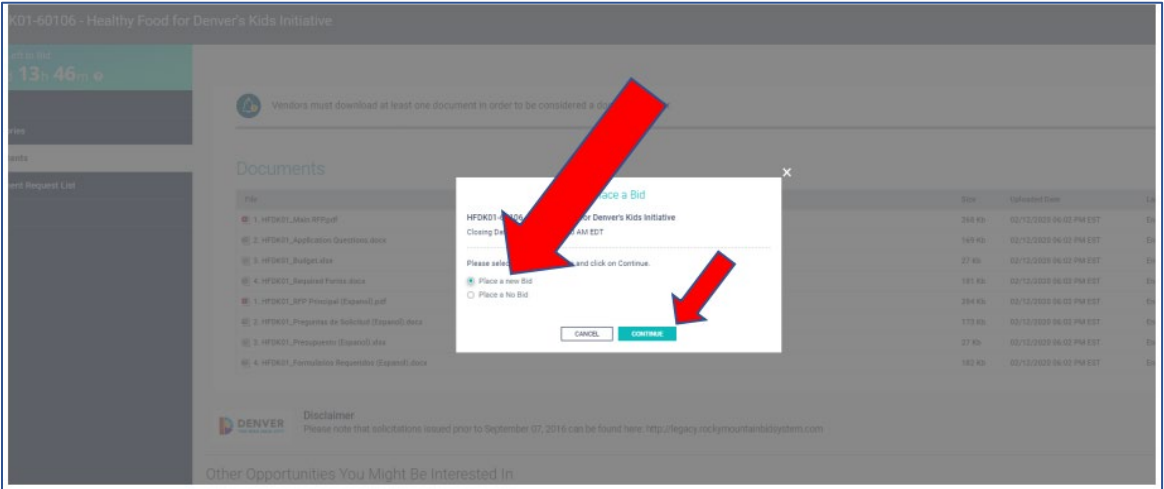
13. Once you click on a solicitation, click Documents to view and download all documents, or click Download in the top right corner



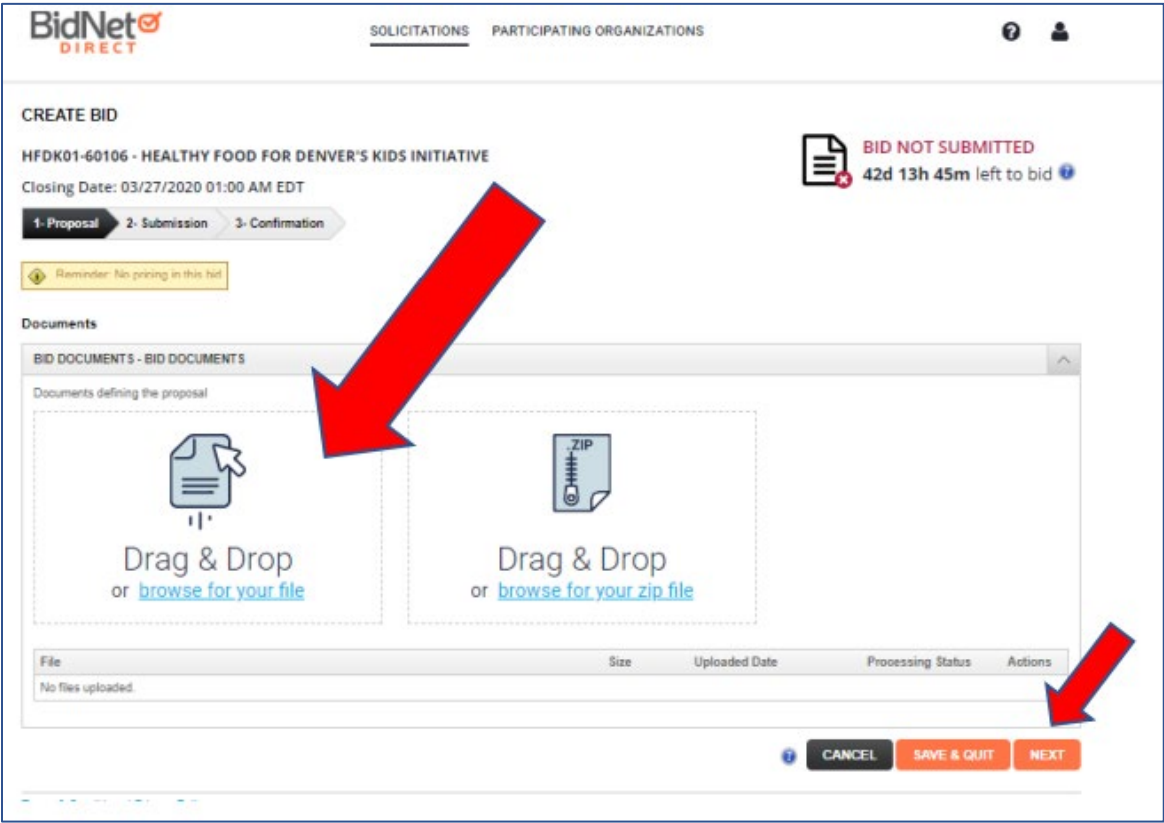
14. Prepare all information requested and save documents to your computer. When ready to upload your bid or proposal, click **“Place Bid”**




15. Click **“Place a new bid”** and **“Continue”**



16. Drag or upload your final proposal into the box and click **“Next”**



17. Complete the Exceptions section, and Bidder Compliance section by filling in your full name and password.



SOLICITATIONS

PARTICIPATING ORGANIZATIONS

?

CREATE BID

HFDK01-60106 - HEALTHY FOOD FOR EVERYONE'S KIDS INITIATIVE

Closing Date: 03/27/2020 01:00

1- Proposal

2- Submission

3- Confirmation

Exceptions

Does this bid contain exceptions?

No

Yes

Bidder Compliance & Authentication

The Bidder agrees to submit and sign this Bid electronically and agrees that his/her bid is valid, authorized, and binding; and certifies that all required documentation has been completed.

Bidder represents and warrants that the person signing this Bid is an authorized agent who has full authority and requirements to possess actual authority to bind Bidder to each and every term, condition, article and obligation of this Bid and any resultant Contract.

I declare that the foregoing is true and correct

ⓘ

Our records show that you have not read all documents and addendums pertaining to this solicitation. Please make sure you have read all documents and addendums related to this solicitation as lack of doing so may render your bid non-compliant.

Bid Submitted By (Full Name)*

paige.cheney

For security reasons please re-enter your password*

?

CANCEL


SAVE & QUIT

PREVIOUS

SUBMIT BID

Terms & Conditions | Privacy Policy

Powered by Mediagrif



18. Click “**Submit Bid**”

BidNet

DIRECT

SOLICITATIONS

PARTICIPATING ORGANIZATIONS

?

CREATE BID

HFDK01-60106 - HEALTHY FOOD FOR DENVER'S KIDS INITIATIVE

Closing Date: 03/27/2020 01:00 AM EDT

1- Proposal

2- Submission

3- Confirmation

Exceptions

Does this bid contain exceptions?
☒ No ☐ Yes

Bidder Compliance & Authentication

The Bidder agrees to submit and sign this Bid electronically and agrees that his/her bid is valid, authorized, and binding; and certifies that all required documentation has been completed.
Bidder represents and warrants that the person signing this Bid is an authorized agent who has fulfilled all requirements to possess actual authority to bind Bidder to each and every term, condition, article and obligation of this Bid and any resultant Contract.
I declare that the foregoing is true and correct

Our records show that you have not read all documents and addendums pertaining to this solicitation. Please make sure you have read all documents and addendums related to this solicitation as lack of doing so may render your bid non-compliant.

Bid Submitted By (Full Name)*
paige.cheney

For security reasons please re-enter your password*

?

CANCEL

SAVE & QUIT

PREVIOUS

SUBMIT BID

Done!