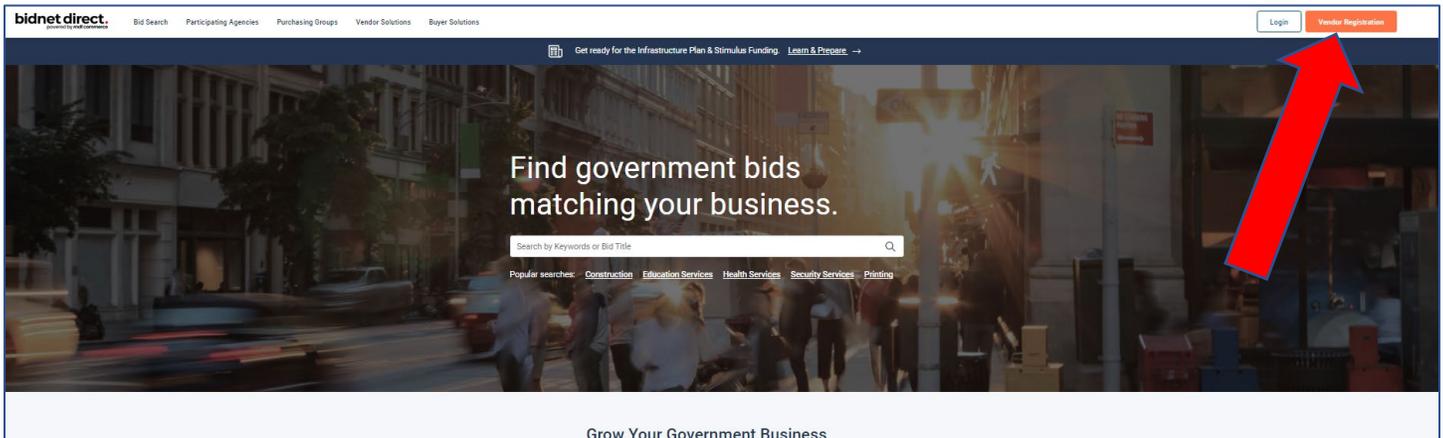


## Registering for Bidnet & Searching for Opportunities – March 2023

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"

**Registration**

1 Package Selection

One year  Two years (save up to 20%)

MAXIMUM BID OPPORTUNITIES!

Package	Price	Agencies	Features
Limited	\$0	342 AGENCIES	Member agencies bids
Group	\$9 /state /month	342 AGENCIES	Member agencies bids, Real-time bid alerts, Advanced search
State	\$36 /state /month	541 AGENCIES	Member agencies bids, Real-time bid alerts, Advanced search, Daily bid notifications, State & local bids
Federal	\$45 /state /month	1317 AGENCIES	Member agencies bids, Real-time bid alerts, Advanced search, Daily bid notifications, State & local bids, Federal bids

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

Colorado & Wyoming

Modify States

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".

2 Personal Information

First Name  Last Name

Company Name  Phone Number

Connection Details

Username/Email

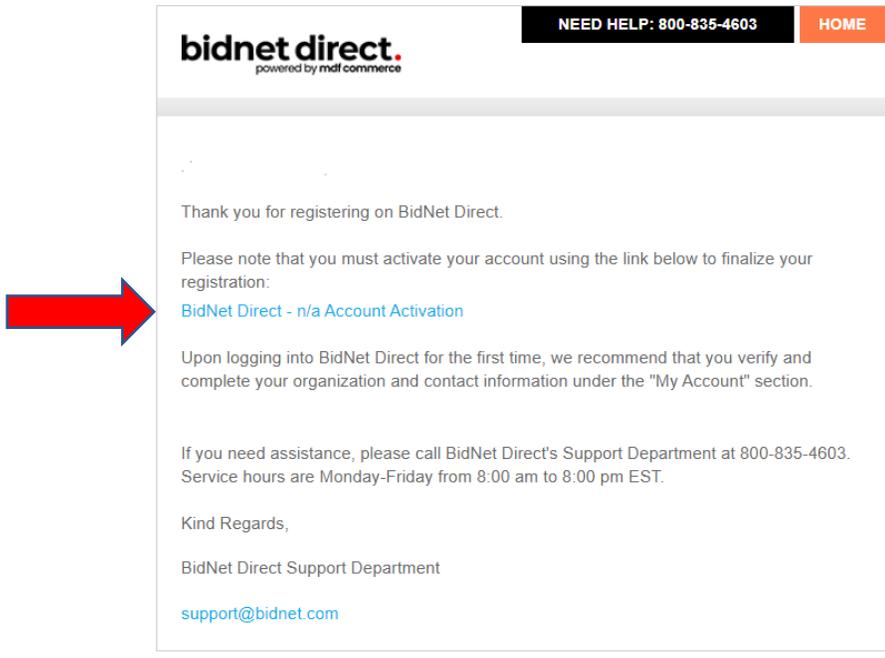
Password  Confirm Password

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

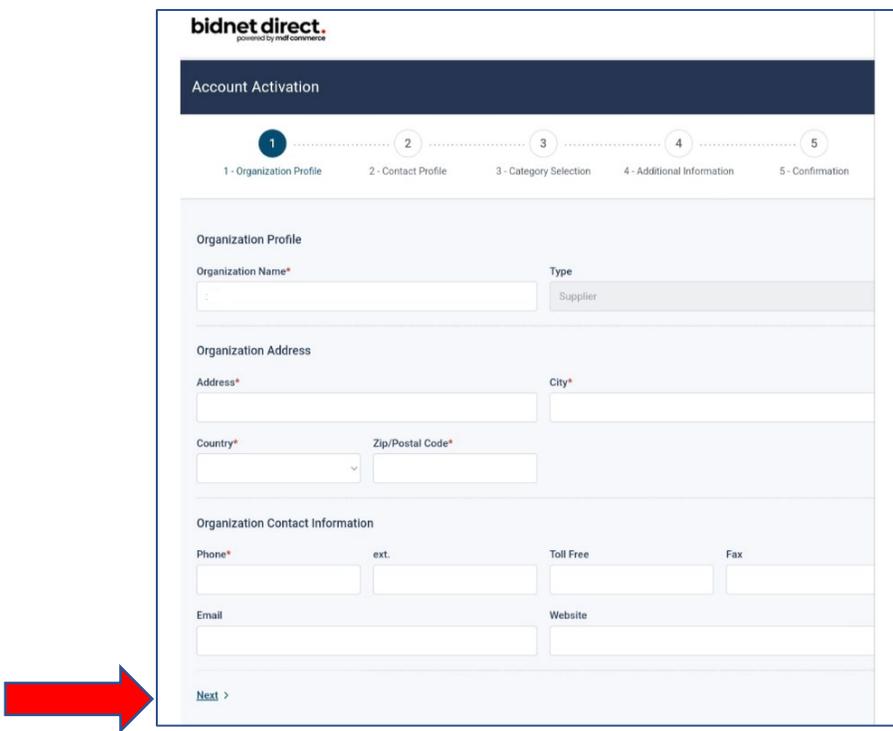
Stand out from the competition!  
• Advertise your company's brand & offering  
• Showcase your sell-sheets & one-pagers  
• Catch the attention of more buyers  
Removed \$64.95

Finalize the registration

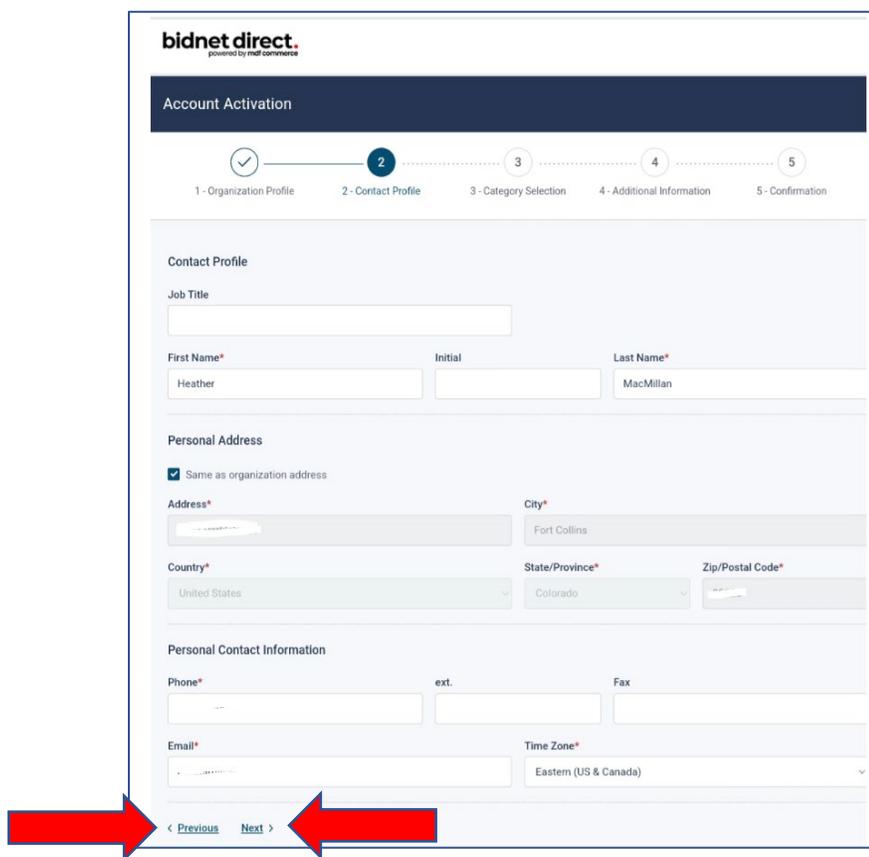
5. You will receive an email similar to this. Click on the [blue link](#) to finalize your registration.



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



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



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 staff.commerce

Account Activation

1 - Organization Profile 2 - Contact Profile 3 - Category Selection 4 - Additional Information 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”

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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 mdf commerce

Account Activation

1 - Organization Profile 2 - Contact Profile 3 - Category Selection 4 - Additional Information 5 - Confirmation

**Activation Confirmation**

Your account has been successfully activated!

[Start Looking for Solicitations](#)

**Need Help?**

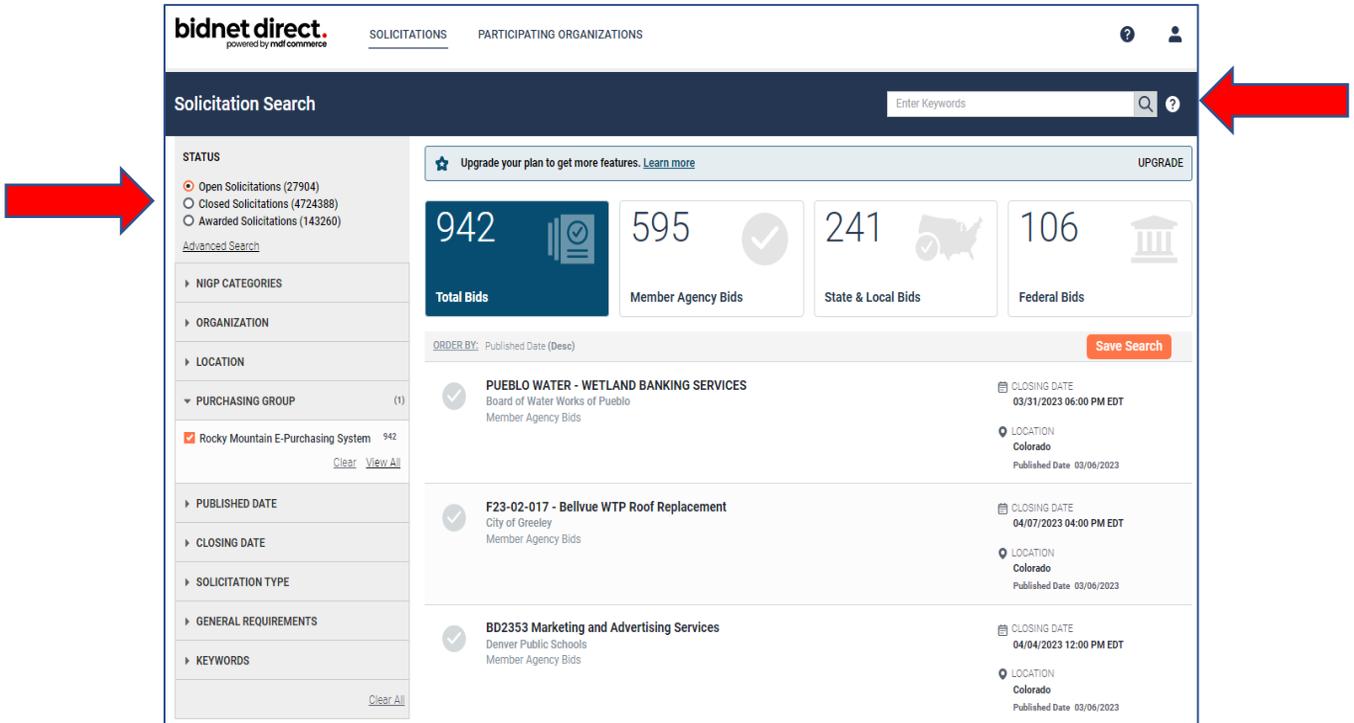
The BidNet Direct's Support Department is available Monday-Friday from 8:00 am to 8:00 pm EST.

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.

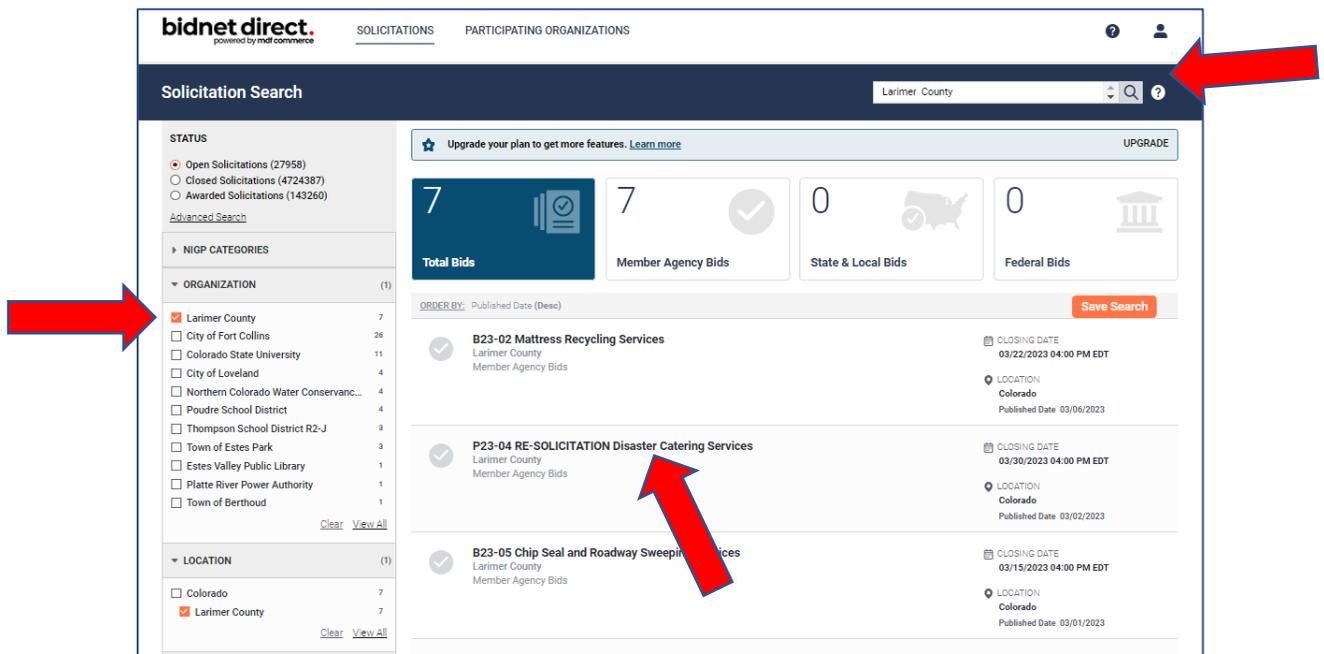
You may search for opportunities by typing a key word in the search function in the top right.



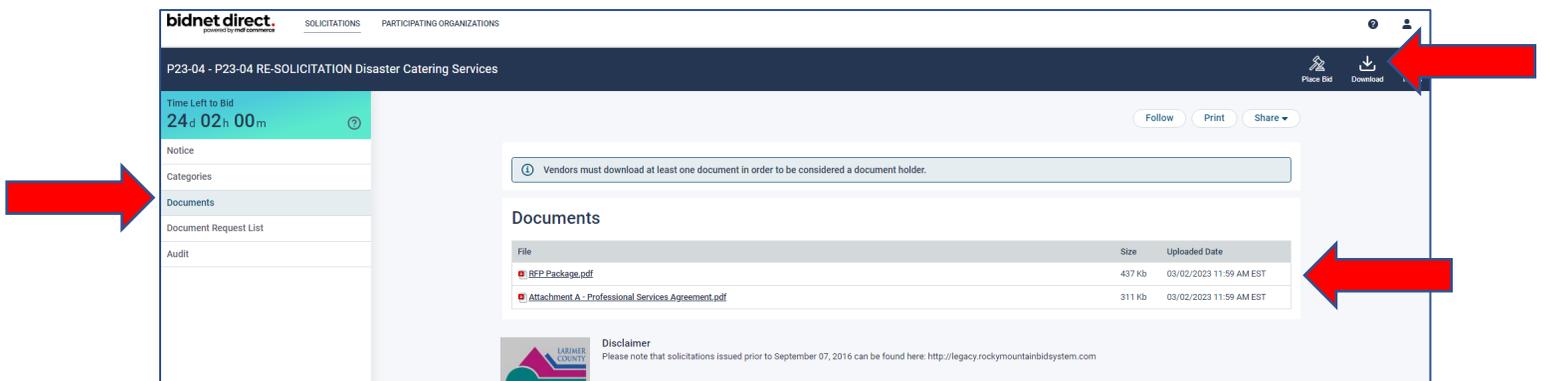
12. There are a couple of steps to search for opportunities with Larimer County government specifically.

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.”

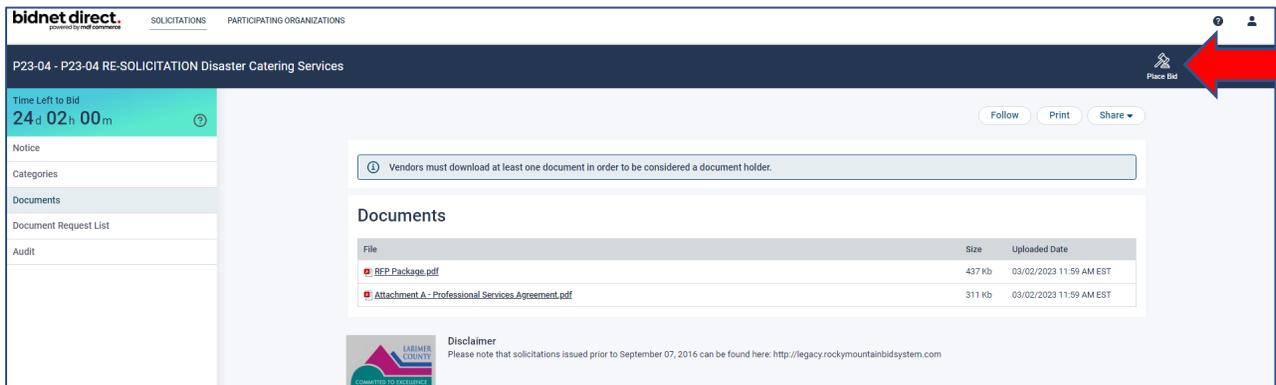
To see the documents for a specific solicitation, click on the title of the solicitation.



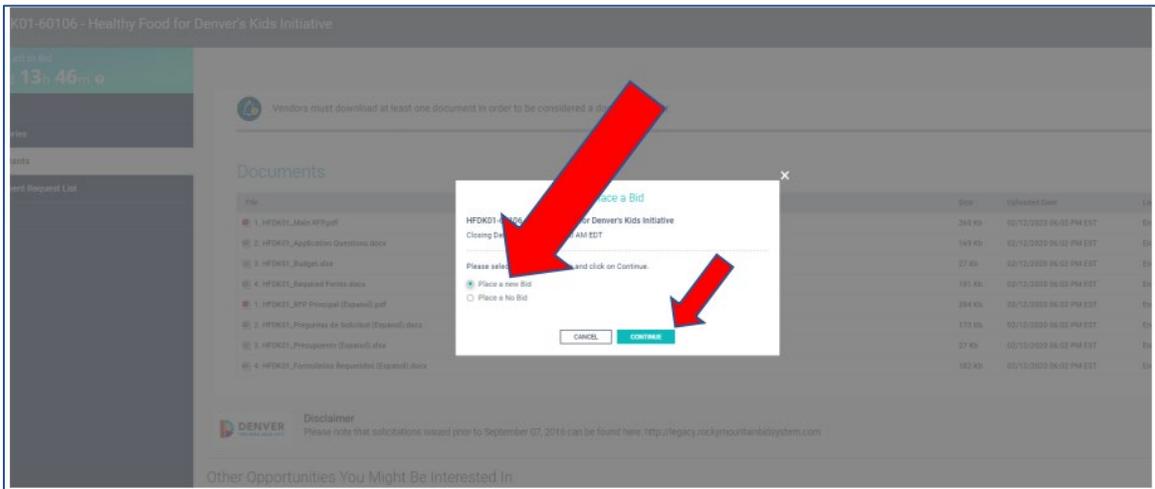
13. Once you click on a solicitation, click Documents to view and download all documents, or click Download in the top right corner



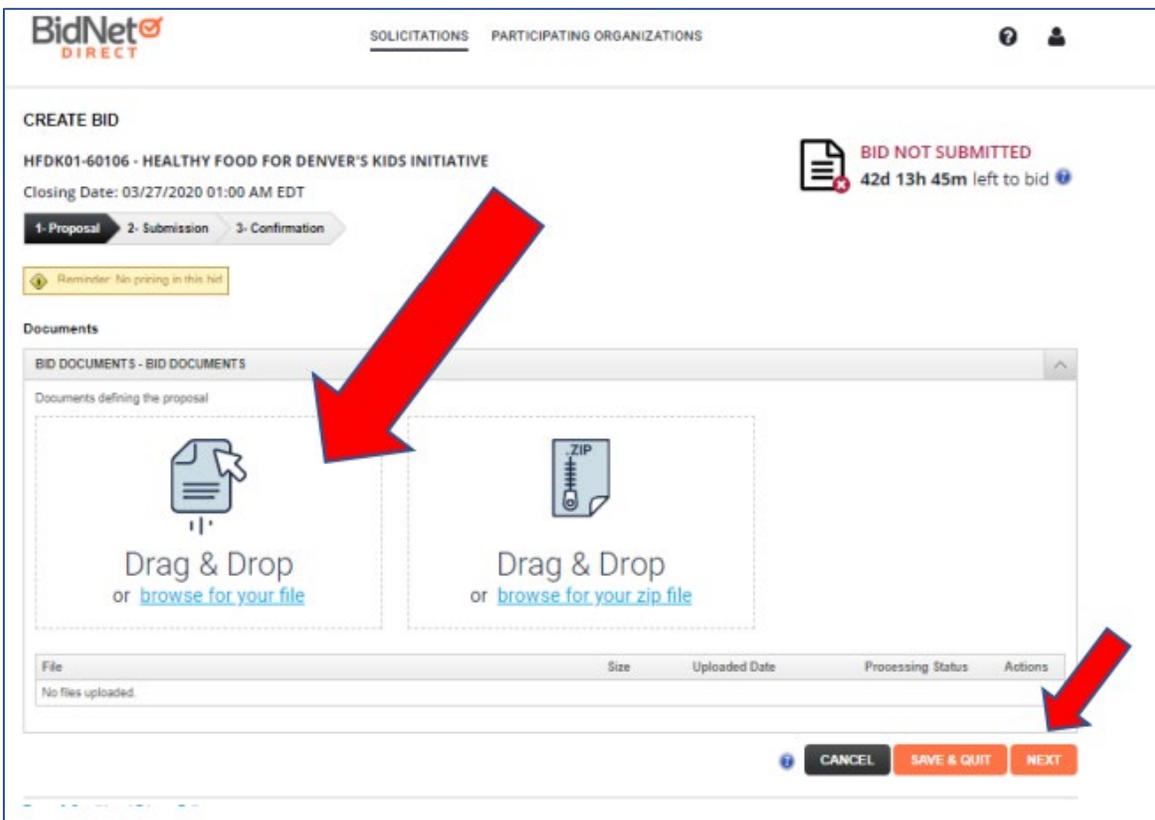
14. Prepare all information requested and save documents to your computer. When ready to upload your bid or proposal, click **“Place Bid”**



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.

**BidNet DIRECT** SOLICITATIONS PARTICIPATING ORGANIZATIONS

**CREATE BID**

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

Closing Date: 03/27/2020 01:00

**BID NOT SUBMITTED**  
42d 13h 44m left to bid

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**

Terms & Conditions | Privacy Policy

Powered by Mediagrif  
M@DIAGRIF

18. Click "Submit Bid"

**BidNet DIRECT** SOLICITATIONS PARTICIPATING ORGANIZATIONS

**CREATE BID**

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

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Bid Submitted By (Full Name)\* paige.cheney

For security reasons please re-enter your password\* \*\*\*\*\*

CANCEL SAVE & QUIT PREVIOUS **SUBMIT BID**

Done!