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"

	One year 🚺 Two	o years (save up to 20%)	MAXIMUM BID OPPORTUNITIES
Limited	Group	State	Federal
\$0 Create an account	\$9/state /month Billed annually	\$36/state /month Billed annually	\$45/state /month Billed annually
Member agencies bids	(342 AGENCIES) Member agencies bids Real-time bid alerts Advanced search	(S41 AGENCIES) Member agencies bids Real-time bid alerts Advanced search Daily bid notifications State & local bids	 1317 AGENCIES Member agencies bids Real-time bid alerts Advanced search Daily bid notifications State & local bids Federal bids
Select your State	s (1)	Get up to	o 25% OFF when you select 3+ stat
Modify States			

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".

First Name	Last Name	
Company Name	Phone Number	
Connection Details		
Presented	Caster Deserved	
Fassword		0
I agree to the <u>Terms & Conditions</u> s I am an authorized representative o	tated herein f the above-named organization.	
Stand out from the co Advertise your com Showcase your sel Catch the attention	ompetition! Ipany's brand & offering Isheets & one-pagers of more buyers	Removed \$64.95

5. You will receive an email similar to this. Click on the blue link to finalize your registration.

NEED HELP: 800-835-4603	HOME
powered by mdf commerce	
Thank you for registering on BidNet Direct.	
Please note that you must activate your account using the link below to finaliz registration:	e your
BidNet Direct - n/a Account Activation	
Upon logging into BidNet Direct for the first time, we recommend that you ver complete your organization and contact information under the "My Account" s	fy and ection.
If you need assistance, please call BidNet Direct's Support Department at 80 Service hours are Monday-Friday from 8:00 am to 8:00 pm EST.	-835-4603.
Kind Regards,	
BidNet Direct Support Department	
support@bidnet.com	

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

	on		
1 - Organization Pro	2 ofile 2 - Contact Profile	3 - Category Selection 4 - Add	itional Information 5 - Confirma
Organization Profile			
Organization Name*		Туре	
		Supplier	
Address*	Zip/Postal Code*	City*	
Organization Contact	t Information		
Phone*	ext.	Toll Free	Fax
Email		Website	

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

Account Activation			
		(
1 - Organization Profile 2	2 - Contact Profile 3 - Category Se	ection 4 - Additiona	4 Information 5 - Confirmat
Contact Profile			
Job Title			
First Name*	Initial	Last Nar	ne*
Heather		MacM	illan
Personal Address			
Personal Address			
Personal Address Same as organization address Address*	си	y*	
Personal Address Same as organization address Address*	CH	y* Fort Collins	
Personal Address Same as organization address Address* Country*	ci	y* Fort Collins tte/Province*	Zip/Postal Code*
Personal Address Same as organization address Address* Country* United States	Cin Sta	y* Fort Collins Ite/Province* Colorado	Zip/Postal Code*
Personal Address Same as organization address Address* Country* United States Personal Contact Information	Cr St St	y* Fort Collins tet/Province* Colorado	Zlp/Postal Code*
Personal Address Same as organization address Address* Country* United States Personal Contact Information	ci su su	y* Fort Collins te/Province* Colorado	Zip/Postal Code*
Personal Address Same as organization address Address* Country* United States Personal Contact Information Phone*	ci st ext.	y* Fort Collins Colorado Fax	Zip/Postal Code*
Personal Address Same as organization address Address* County* United States Personal Contact Information Phone* Email*	Cri Sb ext.	y* Fort Collins tet/Province* Colorado Fax Label Colorado Fax Label Colorado	Zip/Postal Code*

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.



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"

Account Activation I - Organization Profile 2 - Contact Profile 3 - Category Selection 4 - Additional Information Business Structure* Business Structure* Public Corporation Small Private Corporation Small Partnership Minority Owned In Individual/Independent Contractor/Sole Proprietor Overal Owned Joint Venture Disabled		bidnet direct.
Contractor/Sole Proprietor domain Venture domain Venture		Account Activation
I - Organization Profile 2 - Contact Profile 3 - Category Selection 4 - Additional Information Business Structure* Business Type Public Corporation Barrie Private Corporation Large Individual/Independent Contractor/Sole Proprietor Monend Using Vender Disabled		
Business Structure* Business Type Dublic Corporation Small Private Corporation Large Partnership Minority Owned LL Cor LLP Woman Owned Hindvidua/Independent Contractor/Sole Proprietor Veteration Owned Joint Venture Disabled	Confirmation	1 - Organization Profile 2 - Contact Profile 3 - Category Selection 4 - Additional Info
Public Corporation Small Private Corporation Large Partnership Minority Owned LL or LLP Woman Owned Individual/independent Contractor/Sole Proprietor Veteran Owned Joint Venture Disabled		Business Structure* Business Type
Operation Usadvantaged Government Agency Service Disabled Organization exempt under Sec 501 (a) Historically Underutilized Business (located in a HUB Zone) Other Historically Underutilized Business (not located in a HUB Zone)	UB Zone) 1 a HUB Zone)	Public Corporation Small Private Corporation Large Partnership Individual/Independent Contractor/Sole Proprietor LLC or LLP Woman Owned LLC or LLP Individual/Independent Contractor/Sole Proprietor Joint Venture Joint Venture Joint Venture Organization Government Agency Service Disabled Organization exempt under Sec 501 (a) Other
Historically Black College or University Other		Historically Black College or U Other
Concession Cascosian Cascosian Hispanic Sub-Continent Asian (Asian Indian) African American/Black Native American Other		Vormer Limitaty Concentration Hispanic Asian/Asian Pacific Sub-Continent Asian (Asian Indian) African American/Black Native American Other
Number of Employees* Established Since*		Number of Employees* Established Since*
W-9 De Upload W-9 form		W-9 Pupload W-9 form
Rocky Mountain E-Purchasing System - Additional Information Is your company SBE certified by the City of Denver?* Ves No Do you have any other M/WDBE Certifications?*		Rocky Mountain E-Purchasing System - Additional Information Is your company SBE certified by the City of Denver? *
		O No
< Previous Activate	<u>s:</u>	< Previous Activate
SBE = "Small Business Enterprise"	"Small Business Enterprise"	
M/WDBE = Minority / Women-owned	DBE = Minority / Women-owned	1
Disadvantaged Business Enterprise"	vantaged Business Enterprise"	

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



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.

bidnet direct.	TIONS PARTICIPATING ORGANIZATIONS	5		6	• •
Solicitation Search			Enter Keywords		Q 0
STATUS	Upgrade your plan to get more features.	. <u>Learn more</u>			UPGRADE
Closed Solicitations (4724388) Awarded Solicitations (143260) Advanced Search	942	595	241	106	
NIGP CATEGORIES	Total Bids M	lember Agency Bids	State & Local Bids	Federal Bids	
► ORGANIZATION					
► LOCATION	ORDER BY: Published Date (Desc)	Saves	search		
▼ PURCHASING GROUP (1)	PUEBLO WATER - WETLAND Board of Water Works of Pueblo	BANKING SERVICES		CLOSING DATE 03/31/2023 06:00 PM EDT	
Rocky Mountain E-Purchasing System 942 Clear View All	Member Agency Bids			LOCATION Colorado Published Date 03/06/2023	
PUBLISHED DATE	F23-02-017 - Bellvue WTP Ro	oof Replacement		E CLOSING DATE	
▶ CLOSING DATE	Member Agency Bids			04/07/2023 04:00 PM EDT	
► SOLICITATION TYPE				Colorado Published Date 03/06/2023	
GENERAL REQUIREMENTS	BD2353 Marketing and Adver	rtising Services		CLOSING DATE	
KEYWORDS	Member Agency Bids			04/04/2023 12:00 PM EDT	
<u>Clear All</u>				Colorado Published Date 03/06/2023	

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 <u>by</u> 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.

	SOLICITATIONS	PARTICIPATING ORGANIZ	ATIONS					0 1
Solicitation Search						Larimer County		<u></u>
STATUS	\$	Upgrade your plan to get more fe	atures. <u>Learn more</u>					UPGRADE
Open Solicitations (27958) Closed Solicitations (4724387) Awarded Solicitations (143260) Advanced Search	7		7		0	514	0	重
NIGP CATEGORIES	Tota	Bids	Member Agen	cy Bids	State & Lo	cal Bids	Federal Bids	
- ORGANIZATION	(1)						_	
Larimer County	7 0RDEF	BY: Published Date (Desc)	l'an Oraciana				s	ave Search
Colorado State University	11	B23-02 Mattress Recyc Larimer County	ling Services				CLOSING DATE 03/22/2023 04:00 PM	EDT
City of Loveland Northern Colorado Water Conservance	4	Wember Agency blus					Colorado	
Poudre School District Thempson School District D2	4						Published Date 03/06/2	023
Town of Estes Park Estes Valley Public Library	3 1	P23-04 RE-SOLICITATI Larimer County	ON Disaster Cateri	ng Services			CLOSING DATE 03/30/2023 04:00 PM	EDT
Platte River Power Authority Town of Berthoud	1	Member Agency bids					LOCATION Colorado Published Date 03/02/2	023
<u>Clear</u>	View All							
* LOCATION	(1)	B23-05 Chip Seal and F Larimer County	toadway Sweepin	ices			CLOSING DATE 03/15/2023 04:00 PM	EDT
Colorado	7	Member Agency Blds					Colorado	
Clear	view All						Published Date 03/01/2	:023

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

P23-04 - P23-04 RE-SOLIC	CITATION Dis	aster Catering Services				Place Bid	Download	
Time Left to Bid 24 d 02 h 00 m	0			Fo	llow Print Share -)		
Notice								
Categories			① Vendors must download at least one document in order to be considered a document holder.					
Documents								
Document Request List			Documents					
Audit			File	Size	Uploaded Date			
			<u>RFP Package.pdf</u>	437 Kb	03/02/2023 11:59 AM EST			
			Attachment A - Professional Services Agreement, pdf	311 Kb	03/02/2023 11:59 AM EST			
			Place note that solicitations issued prior to September 07, 2016 can be found here: http://legacy.rockymountainbidsystem.com					

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

bidnet direct.	SOLICITATIONS	PARTICIPATING ORGANIZATIONS					0	•
P23-04 - P23-04 RE-SOL	ICITATION Dis	aster Catering Services				Place Bid		
Time Left to Bid $24 \text{ d} 02 \text{ h} 00 \text{ m}$	0			Fo	llow Print Share -)		
Notice Categories			Vendors must download at least one document in order to be considered a document holder.					
Documents Document Request List			Documents					
Audit			File	Size	Uploaded Date			
			<u>RFP Package.pdf</u>	437 Kb	03/02/2023 11:59 AM EST			
			Attachment A - Professional Services Agreement.pdf	311 Kb	03/02/2023 11:59 AM EST			
			LASHER COUNTY County To Change County Coun					

15. Click "Place a new bid" and "Continue"

K01-60106 - Healthy Food for						
ntion that 13h 46m o	Windows must download at least one do		molterez a con			
vies unto : erst Request List				×		
			ace a Bid			1.8
	₫ 1.HFDK01_Main RFEpd	HEDKD1-0106	or Denver's Kids Initiative			D
		Closing Del	6 AM EDT			E
		Please selec	and click on Continue.			Đ
		Place a new Bid				. Da
	1. HTDK01_RTP (Hindigal (Expand)) and	 Place a No Bid 				, ta
			CANCEL CONTINUE			Ð
						B
	DENVER Dischaimer					
	Parate room time to a constraint to a					

16. Drag or upload your final proposal into the box and click "Next"

CREATE BID HFDK01-60106 - HEALTHY FOOD FOR DENVER'S KIDS INITIATIVE Losing Date: 03/27/2020 01:00 AM EDT 1-Proposal 3- Confirmation Remeder No proong in this tole Recurrents BID DOCUMENTS - BID DOCUMENTS Documents defining the proposal University of the proposal University of the proposal File Size Uploaded Date Processing Status Actions No files uploaded.		SOLICITATIONS	PARTICIPATING ORGANIZATIONS		0	۵
HFDK01-60106 - HEALTHY FOOD FOR DENVER'S KIDS INITIATIVE Closing Date: 03/27/2020 01:00 AM EDT 1 - Proposal 3 - Confirmation @ Reminder Na polcing in this foll Documents BID DOCUMENTS - BID DOCUMENTS Documents defining the proposal Image: Second Seco	TE BID					
Instruction Action 1 Proposal 2 Submission 2 Submission 3 Confirmation Remedie: No prioring in this thet Nocuments BID DOCUMENTS - BID DOCUMENTS Documents defining the proposal Image: Status Image: Status Drag & Drop or browse for your file File Size Uploaded Date Processing Status Actions	1-60106 - HEALTHY FOOD FOR DENVER	S KIDS INITIATIV	/E	BID NOT SUBN	AITTED	id 🔒
1 - Proposal 2 - Submission 3 - Confirmation Image: Remender: No pricing in this hell Image: Remender: No pricing in this hell Documents BD DOCUMENTS - BID DOCUMENTS Documents defining the proposal Image: Remender: Rem	Date: 03/27/2020 01:00 AM EDT			20 420 15h 45m	entiob	
Remender: No pring in this hell Documents BD DOCUMENT S - BID DOCUMENTS Documents defining the proposal Image: Construction of th	2- Submission 3- Confirmation					
BID DOCUMENTS BID DOCUMENTS Documents defining the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constraint of the proposal Image: Constre proposal Image: Constre proposal	minder: No pricing in this hid					
BD DOCUMENT S - BID DOCUMENT S Documents defining the proposal Image: Second S	ents					
Documents defining the proposal	CUMENTS - BID DOCUMENTS					~
Fie Size Uploaded Date Processing Status Actions	ents defining the proposal					
Drag & Drop or browse for your file Drag & Drop or browse for your zip file File Size Uploaded Date Processing Status Actions No files uploaded. Voltage Voltage Voltage Voltage Voltage						
Drag & Drop or browse for your file Drag & Drop or browse for your zip file File Size Uploaded Date Processing Status Actions No files uploaded. View of the status View of the status View of the status	Drag & Drop		Drag & Drop			
File Size Uploaded Date Processing Status Actions No files uploaded.	or browse for your file		or browse for your zin file			
File Size Uploaded Date Processing Status Actions No files uploaded.						
No files uploaded.			Size Uploaded D	Processing Status	Actio	ns
	is uploaded.					M.
CANCEL SAVE & QUIT NEXT				CANCEL SAVE & OK	лт м	IEXT

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

BidNet	SOLICITATIONS PARTICIPATING ORGANIZA	ITIONS 🛛 🕹
CREATE BID HFDK01-60106 - HEALTHY FOOD FC Closing Date: 03/27/2020 01:00 1- Proposal 2- Submission	CR'S KIDS INITIATIVE	BID NOT SUBMITTED 42d 13h 44m left to bid 🕏
Does this bid contain No Yes exceptions?		
Bidder Compliance & Authentication The Bidder agrees to submit and sign this Bid elec Bidder represents and warrants that the person sig- article and obligation of this Bid and any resultant I declare that the foregoing is true and correct Our records show that you have not read al pertaining to this solicitation. Please makes a	stronically and agrees that his/her bid is valid, authorized, and binding; gning this Bid is an authorized agent who has to the equirements Contract.	and certifies that all required documentation has been completed. to possess actual authority to bind Bidder to each and every term, condition,
addendums related to this solicitation as lac non-compliant. Bid Submitted By (f	ck of doing so may render your bid Full Name)* [paige.cheney password*	
	•	CANCEL SAVE & QUIT PREVIOUS SUBMIT BID
Terms & Conditions I Privacy Policy		

18. Click "Submit Bid"

DIRECT	SOLICITATIONS PARTICIPATING ORG	ANIZATIONS	0 🛔
REATE BID IFDK01-60106 - HEALTHY FOOD FOR DEN Iosing Date: 03/27/2020 01:00 AM EDT 1- Proposal 2- Submission 3- Confirmation	IVER'S KIDS INITIATIVE	BID NOT SU 42d 13h 42d	BMITTED n left to bid 🔞
Exceptions Does this bid contain No Yes exceptions?			
Bidder Compliance & Authentication The Bidder agrees to submit and sign this Bid electronic Bidder represents and warrants that the person signing t article and obligation of this Bid and any resultant Contra I declare that the foregoing is true and correct	cally and agrees that his/her bid is valid, authorized, and b this Bid is an authorized agent who has fulfilled all require act.	binding; and certifies that all required documentation has been o ements to possess actual authority to bind Bidder to each and e	ompleted. very term, condition,
Our records show that you have not read all docu pertaining to this solicitation. Please make sure yo addendums related to this solicitation as lack of di non-compliant.	uments and addendums ou have read all documents and Joing so may render your bid		
Bid Submitted By (Full Na	ame)* paige.cheney		
For security reasons please re-enter your pass	word* ****		

Done!