

Register for access to Pima County, AZ Business Opportunities

www.bidnetdirect.com/arizona/pimacounty





Vendor Benefits

- In addition to having access to Pima County's solicitations, by registering you will have the ability to:
 - Access participating local and state government agencies located throughout Arizona
 - Access over 1,000 local, state, and federal opportunities within Arizona (subscription fee required)
 - Respond electronically to bid opportunities issued by all participating agencies
 - Receive email alerts of new solicitations and amendments
 - Market your company through the Advertising Profile option (small subscription fee required)

PIMA COUNTY

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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 Arizona (subscription fee required)
- Limited package provides access to all bid information; Vendors will receive notifications of matching solicitations and addenda even when selecting the Limited Access package.
- You can also add more States you are interested in doing business by clicking "Modify States"
- Press Save and Continue



Personal Information

- In this section, you can provide the basic information of the user and your preferred login information
- Make sure to read the Terms & Conditions and attest that you are an authorized representative of your company.

2 Personal Information		
First Name	Last Name	
Nap	Fortich	
Company Name	Phone Number	_
Example Construction Services	518 245 2368	
Email Address	Username	_
Email Address	Username	
nap.torticn@exampleconstruction.com	nap.forticno	
Password	Confirm Password	_
······ ©		>
I agree to the <u>Terms & Conditions</u> stated herein I am an authorized representative of the above-named	organization.	

Advertising Profile (Optional)

- 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.



2 Personal Information		Order Details
First Name	Last Name	Federal Package (One year)
Nap	Fortich	Colorado & Wyoming Rocky Mountain E-Purchasing
Company Name	Phone Number	System
Example Construction Services	518 245 2368	Enhanced Advertising Profile \$64
		Sub-Total \$604
Connection Details		Total \$604
Email Address	Username	Prices are in US Dollars. All fees are non- refundable. Your subscription will renew automatically access there. Your part of the compart of
nap.fortich@exampleconstruction.com	nap.fortich6	S604.95 (plus applicable taxes) is due next ye. We will place these charges against your credi
Password	Confirm Password	card on file next year unless you cancel your subscription beforehand. You may cancel at a
		time, but cancellation goes into effect at the st of your next billing cycle.
I agree to the <u>Terms & Conditions</u> stated herein I am an authorized representative of the above-named	organization.	
	•	User Information
Stand out from the competition!		Nap Fortich
Advertise your company's brand & of Showcase your sell-sheets & one-page	fering Added \$64. gers	5 Example Construction Services
Catch the attention of more buyers		nap.fortich@exampleconstruction.co m
Save and Continue		

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

³ Payment Method		VISA	AMERICAN EXPRESE		(One year) Colorado & Wyoming	
Card Holder Name					Rocky Mountain E-Purchasing	
					System	ŚG
Card Number	Expiry Date	Security	Code		Sub-Total	\$60
0000 0000 0000 0000	MM/YY	CVV	?		Total	\$60
Billing Address					automatically every year. Your nex \$604.95 (plus applicable taxes) is	t payment due next y
/	Zip/Postal Co	ode			card on file next year unless you c subscription beforehand. You may time, but cancellation goes into ef of your next billing cycle.	ancel your ore cancel your cancel at fect at the
ity	Zip/Postal Co	ode			card on file next year unless you c subscription beforehand. You may time, but cancellation goes into ef of your next billing cycle.	ancel your cancel at fect at the
City Country United States	Zip/Postal Co State/Provinc Choose a	ode ce a state/province	~		card on file next year unless you o subscription beforehand. You may time, but cancellation goes into ef of your next billing cycle. User Information Nap Fortich	cancel your cancel at fect at the
City Country United States	Zip/Postal Co State/Provinc Choose a	ode ce a state/province	~		Card on file next year unless you c subscription beforehand. You may time, but cancellation goes into ef of your next billing cycle. User Information Nap Fortich Example Construction Serv	ices

Complete & Activate Account

- This confirmation page ٠ will show your subscription details and the activation email will be sent to you in a few minutes
- Check your email to ٠ 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 ٠ using the username and password you entered

\bigotimes	NEED HELP: 800-835-460 bidnet direct. powered by mdf commerce
Thank you for subscribing. Welcome, Nap Fortich.	Nap Fortich, Thank you for registering on BidNet Direct.
Your activation email is on its way to nap.fortich@exampleconstruction.com inbox. To continue and gain access to your account, follow the instructions indicated in the activation email. In the meantime, find your subscription details below.	Please note that you must activate your account using the link below to final registration: BidNet Direct - Example Construction Services Account Activation Upon logging into BidNet Direct for the first time, we recommend that you vi complete your organization and contact information under the "My Account"
Subscription Details You purchased the Federal Package - Arizona and Enhanced Advertising	If you need assistance, please call BidNet Direct's Support Department at 8 Service hours are Monday-Friday from 8:00 am to 8:00 pm EST.
Package You will be charged \$604.95 (plus applicable taxes) yearly	BidNe Account Activation
Primary Contact Nap Fortich	your account.
Example Construction Services	
nap.fortich@exampleconstruction.com 518 245 2368	The BidNet Direct's Support Department is available Monda EST.
Payment Method	√ 800-835-4603 জ্রি support@bidnet.com

Sample Email:

powered by m	rect. af commerce	
ap Fortich,		
hank you for registerir	g on BidNet Direct.	
lease note that you me gistration:	ust activate your account using the link below to finalize your	
pon logging into BidNo omplete your organiza	et Direct for the first time, we recommend that you verify and tion and contact information under the "My Account" section.	
you need assistance, ervice hours are Mono ind Regards,	please call BidNet Direct's Support Department at 800-835-4603. Iay-Friday from 8:00 am to 8:00 pm EST.	
idNe Account A	Activation	
oqqı	Activation Please enter the username and password you chose during your registration in orde your account. Username Password LOGIN Need Help?	r to activate
	The BidNet Direct's Support Department is available Monday-Friday from 8.00 am EST. 800-835-4603 Support@bidnet.com	1 to 8:00 pm

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

 NIGP Cate 	igories		3 Select
Categories	Selected (3)		
✓ 155	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED		Ô Î
15500	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED		Û
✓ 918	CONSULTING SERVICES		Û
91800	CONSULTING SERVICES		Û
91819	Buildings, Structures and Components Consulting Buildings, Structures and Components Consulting		ů,
Categories		Consult	۹ (
✓ 905	AIRCRAFT AND AIRPORT OPERATIONS SERVICES		
90528	Aviation Analytical Studies Including Surveys (See 918-12 for <mark>Consulting</mark>) Aviation Analytical Studies Including Surveys (See 918-12 for <mark>Consulting</mark>)		
✓ 911	CONSTRUCTION AND UTILITIES, HIGHER EDUCATION		
91158	C.I.P., Special Consultants C.I.P., Special Consultants		
✓ 918	CONSULTING SERVICES		

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

	2	3	
1 - Category Selection	2 - Additional Information	3 - Confirmation	
Business Structure*	Business Type		
Public Corporation	Small		
Private Corporation	□ Large		
Partnership	Minority Owned		
LLC or LLP	Woman Owned		
Individual/Independent Contractor/Sole Proprietor	Veteran Owned		
Joint venture Non-Profit Organization			
Organization exempt under Sec 501 (a)	□ Historically Under	utilized Business (located in a HUB Zone)	
□ Other	Historically Underu	Itilized Business (not located in a HUB Zone)	
	Historically Black C	College or University	
	Other		
Owner Ethnicity			
Caucasian			
Hispanic			
Asian/Asian Pacific			
Sub-Continent Asian (Asian Indian)			
African American/Black			
Other			
	Rocky Mountain E-Purchasing	System - Additional Information	
Number of Employees*	Is your company SBE certified by the City of	of Denver? *	
11 to 50	• Yes		
	O No		
N-9	Do you have any other M/WDBE Certificatio	ons?*	
🔩 Upload W-9 form	• Yes		
	○ No		
	Other certification names:*		
	Please separate answers by commas.		
	< Previous Activate		

Registration Complete!



- Login and start looking for open solicitations from **Pima County**
- 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