



Excerpts from:

Detroit BidSync User Manual

Topics: Vendor Registration, Vendor Management, & Vendor Notifications

CITY OF DETROIT | OFFICE OF CONTRACTING AND PROCUREMENT



This is a draft to be modified as Detroit's BidSync account is configured. Complete User Manual will be available on OCP's website in April 2015.

VENDOR MANAGEMENT

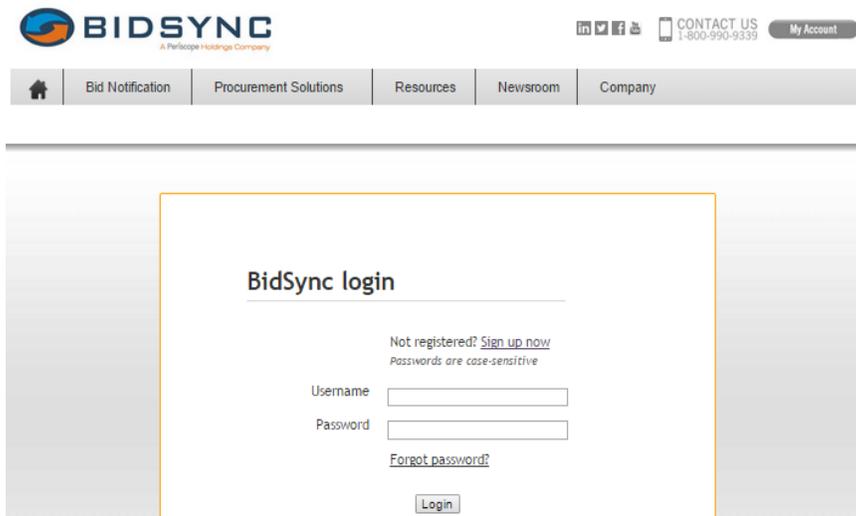
Vendor Registration

This section outlines the process of becoming a registered vendor with the City of Detroit through BidSync. Once registered, vendors can verify their content information, other business information and notification preferences. Vendors can also proactively complete the standard paperwork required of vendors placing an offer on any bid with the City of Detroit.

1. Go to www.bidsync.com . Click on the My Account icon. Log in page will appear.



2. Click on “Sign up now.” Sign up page will appear.



3. Fill out all Main Contact and Company Info fields. Click “Next Step.” Keywords page will appear.

Select Plan Your Information Keywords Classification Codes Complete

In order for us to send you government bids, please provide the following information.

1. Main Contact

First Name

Last Name

Phone Number

Area Format: ###-####

Select Job Title

Please Select

Email

Email Confirm

User Name

Password

Password Confirm

Password must be at least 8 characters. Must contain at least one letter & number. Cannot be based on your name, company name or user name.

How did you hear about us?

2. Company Information

Company Name

Street Address

City State Zip

Organization Phone Number

Area Format: ###-####

Time Zone
Eastern Time (US & Canada)

Business ID Number

DUNS FEIN SSN

4. Select the primary industry and at least three (3) keywords to describe the vendor’s business products/services. Select where the vendor does business and, optionally, uncheck the PLUS bids notifications. Click “Next Step.” Classification Codes page will appear.

Select Plan Your Information Keywords Classification Codes Complete

**Required fields*

Primary Industry

*Company primary industry:

Keywords

Keywords help us find bids that are the best match for your company.

***Required** Please enter at least 3 keywords that define your products/services. Then select relevant NIGP codes that classify your business.

[Add More Keywords](#)

Suggested Keywords

As you enter keywords for your business in the section above, suggestions will appear here. Suggested words are based on words that other customers using your keywords have used. Check the boxes to add words to your list.

Where do you do business?

USA + Canada
 USA
 Massachusetts Only
 Specific States/Provinces

Notifications

We will send your notifications by email by default. To manage your notification preferences, go to “My Account” upon login.

Include BidSync Links PLUS™ Bids (Recommended)

- Based on the keywords submitted, a list of Classifications (Commodity Codes), will be displayed. Select at least one code. Click “Next Step.” Confirmation page will appear.

Select Plan Your Information Keywords Classification Codes Complete

*Required fields

Classification categories

*In order to send you bid notifications you must select NIGP codes. All codes selected are matched to bids that are released through our system. You may select up to 100 codes that apply to your business.

NGP codes based on Keyword search results

These codes were matched only to the keywords that you entered.

- 400-46 Castings, Mold (permanent, Shell, Investment, Centrifugal, Ceramic, Graphite, Plaster, V-process)
- 015-39 Paper, Chemicals, and Supplies (for Coated or Treated Paper Type Copying Machines) (see 305-39 for Diazo Process Copy Machines)
- 918-31 Construction Consulting
- 966-60 Offset Printing, Large Production Runs (quan. Up To 100,000); 4 Color Process or Close Registration Required: Color Brochures, Maps, etc.
- 918-27 Community Development Consulting
- 918-28 Computer Hardware Consulting
- 305-40 Duplicators: Blue Print, Brown Print, Diazo Process, White Print, etc.
- 918-39 Elevator/escalator/moving Walks Consulting Services
- 918-18 Boiler Chemistry Consulting
- 015-55 Paper and Supplies (for Dual Spectrum Process Copying Machines) (see 305-39 for Diazo Process Copy Machines)
- 966-65 Offset Printing, Books, Perfect Bound (quan. Up To 10,000); 4 Color Process Acceptable: College Catalogues, Telephone Books, etc.
- 545-53 Ovens, Industrial Process and Heat Cleaning
- 206-28 Computer Systems, Process Control
- 918-30 Computer Network Consulting
- 939-21 Computers, Data Processing Equipment and Accessories (not Word Processing Equipment), Maintenance and Repair

- The vendor will receive an email notification and can immediately view bids. BidSync will process the vendor’s registration in the next 1-2 business days. Once that is done, the vendor will be able to place offers on bids. The next step is to log in and get familiar with Vendor Navigation.

Sample message:

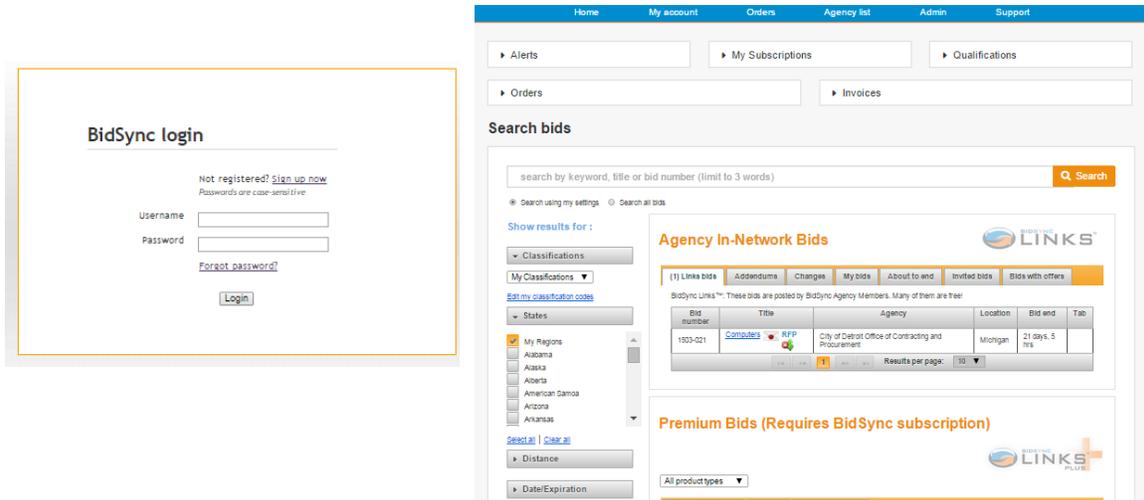
Thank you for registering with BidSync!

You can now log in and view bid information. Please allow one business day for us to review and confirm your registration. You will have "read only" access and will not be able to place offers, ask questions, etc., until we have confirmed your account. If you need immediate assistance and would like to have your account confirmed immediately, please contact Bidsync Support at 800-990-9339. Thank you for joining and we hope you enjoy your experience with BidSync!

Vendor Navigation

This section outlines the basic account functions for a registered BidSync vendor. Topics include managing business information, searching for bids, and accessing BidSync Support.

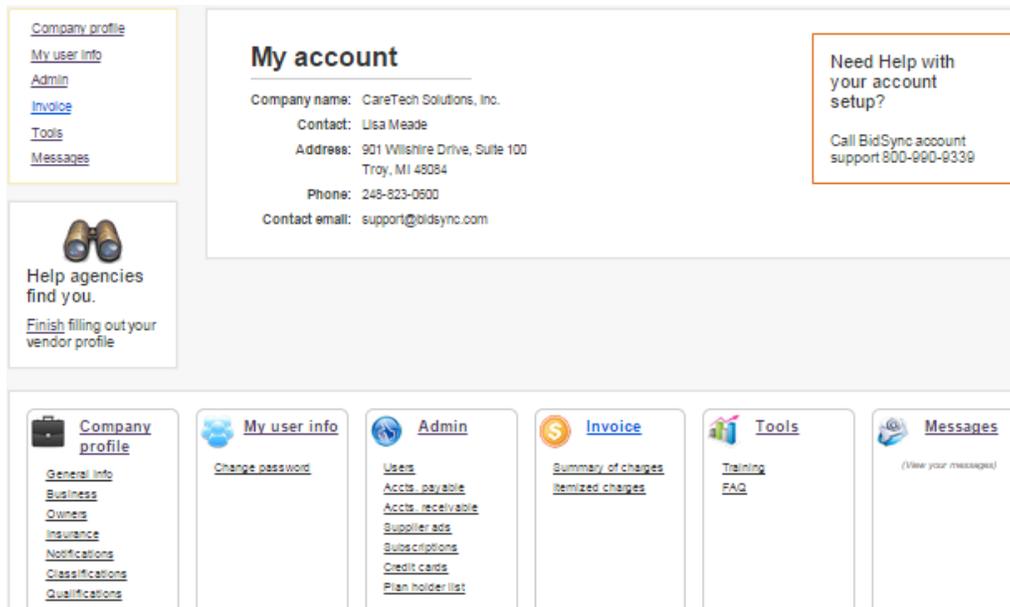
1. Log in using the vendor account email address and password. Click “Login.” Vendor homepage will appear.



The screenshot shows two parts of the BidSync interface. On the left is the 'BidSync login' page with fields for Username and Password, and a 'Login' button. On the right is the 'Search bids' page, which includes a search bar, navigation tabs (Home, My account, Orders, Agency list, Admin, Support), and a table of 'Agency In-Network Bids'.

Bid number	Title	Agency	Location	Bid end	Tab
1903-021	Computers	City of Detroit Office of Contracting and Procurement	Michigan	21 days, 5 hrs	

2. “My Account” page is where the vendor can update general info, password, users for the vendor’s account and other info such as classifications (also known as commodity codes) and qualifications. Click on “Qualifications.” The My Account editing page will appear with the Qualifications tab displayed.



The screenshot shows the 'My account' page for CareTech Solutions, Inc. It includes a sidebar with navigation links (Company profile, My user info, Admin, Invoice, Tools, Messages) and a main content area with a 'Need Help with your account setup?' box and a 'Help agencies find you.' section. Below the main content are several tabs for account management: Company profile, My user info, Admin, Invoice, Tools, and Messages.

My account

Company name: CareTech Solutions, Inc.
Contact: Lisa Meade
Address: 901 Wilshire Drive, Suite 100
Troy, MI 48064
Phone: 248-823-0600
Contact email: support@bidsync.com

Need Help with your account setup?
Call BidSync account support 800-990-9339

Help agencies find you.
Finish filling out your vendor profile

Company profile
General info
Business
Ownership
Insurance
Notifications
Classifications
Qualifications

My user info
Change password

Admin
Users
Accts. payable
Accts. receivable
Supplier ads
Subscriptions
Credit cards
Plan holder list

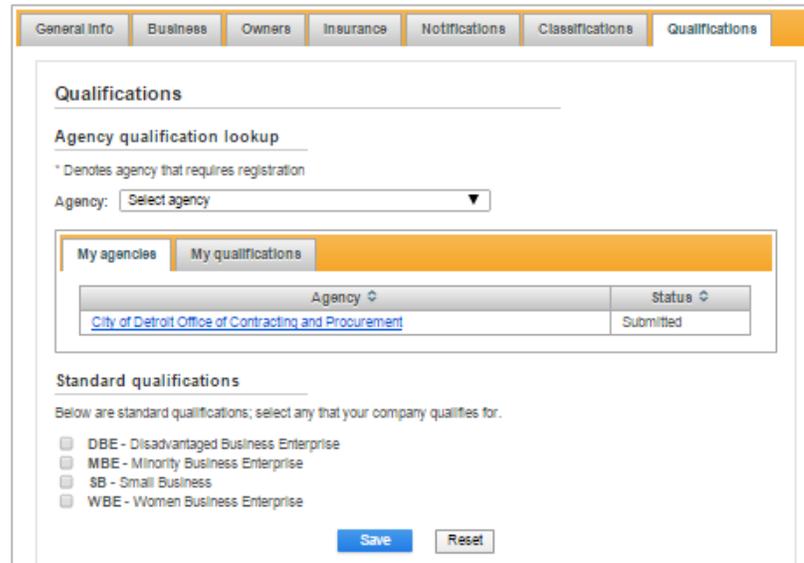
Invoice
Summary of charges
Itemized charges

Tools
Training
FAQ

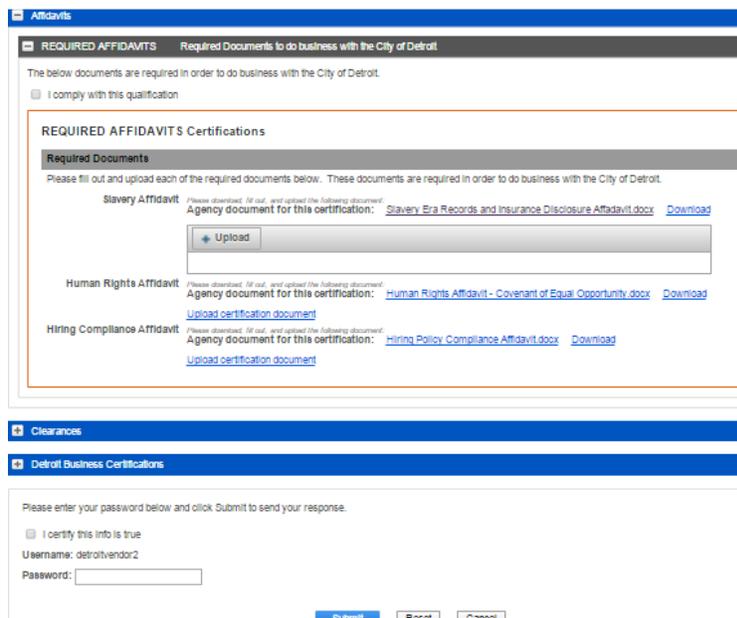
Messages
(View your messages)

3. Select “City of Detroit Office of Contracting and Procurement” from the drop down menu. Page will refresh to display Detroit in My agencies. Then click on “City of Detroit Office of Contracting and Procurement” to view qualifications and other forms for that agency. A pop up window will appear.

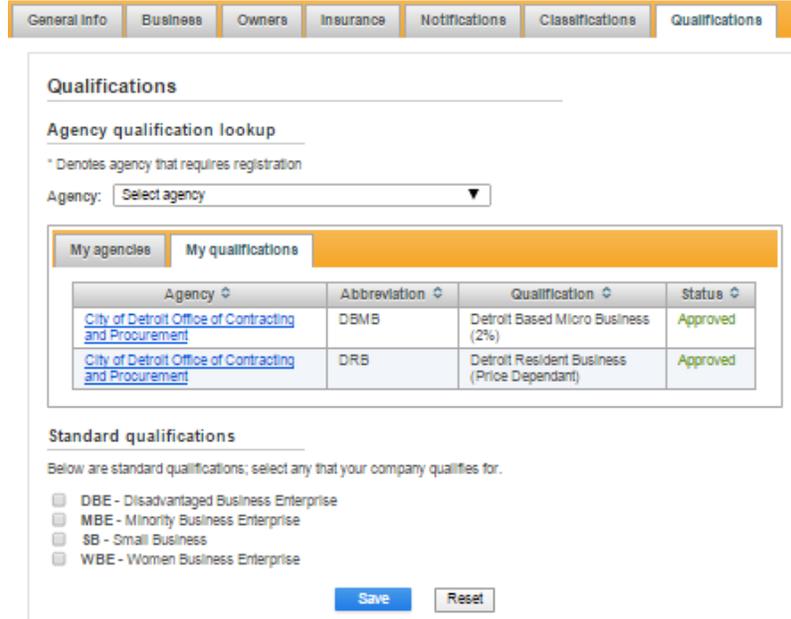
Company profile is incomplete.
The information in your company profile is used to match agencies with vendors who meet their needs. Please finish filling out your profile on each of these tabs so agencies may find your company.



4. Click any of the plus signs (+) to expand a section and view individual documents. For each document, check the “I comply” statement, download the document, fill it out and upload the document. When all relevant documents have been uploaded, check the “I certify” statement, enter the vendor’s password, and click “Submit.” The vendor will return to the My Accounts edit page.



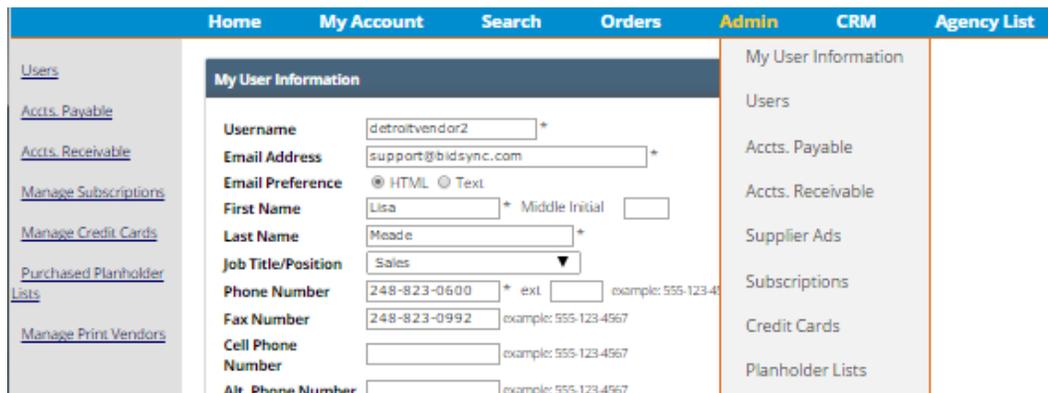
- Under the My Qualifications sub tab, the vendor can view the status of the vendor’s submitted paperwork. The vendor can modify other business information, including which notifications the vendor receive, using the other tabs in the My account edit page.



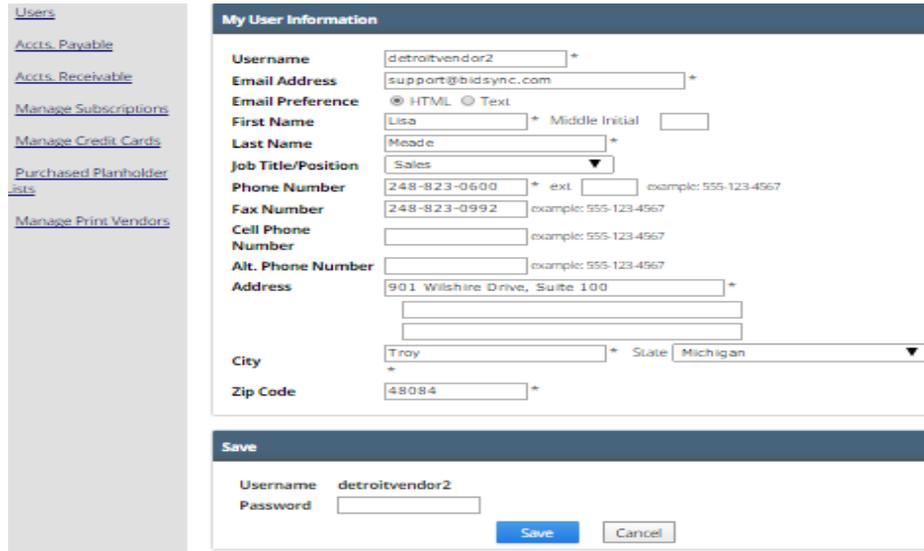
Additional Notes on Affidavits, Clearances and Certifications

- Approval Status is maintained in BidSync. The vendor will receive a notification when a clearance is near the expiration date.
- The actual document for each form can be downloaded by BidSync but is then held offline by the vendor.
- When the vendor places an offer, they should upload that document. The document, paired with the online approval status will satisfy the requirement for that affidavit, clearance or certification.

- Click “Admin.” Admin page will appear. For business with the City of Detroit, the vendor will primarily use the “My User Information” and “Users” functionality.



7. “My User Information” is where the vendor can edit info specific to the vendor’s user account. This is more specific than the business info discussed earlier. After changes are made, enter the vendor’s password and click “Save.” The next section, Users, can be accessed by clicking “Users” on the far left.



My User Information

Username:

Email Address:

Email Preference: HTML Text

First Name: Middle Initial:

Last Name:

Job Title/Position:

Phone Number: ext: example: 555-123-4567

Fax Number: example: 555-123-4567

Cell Phone Number: example: 555-123-4567

Alt. Phone Number: example: 555-123-4567

Address:

City: State:

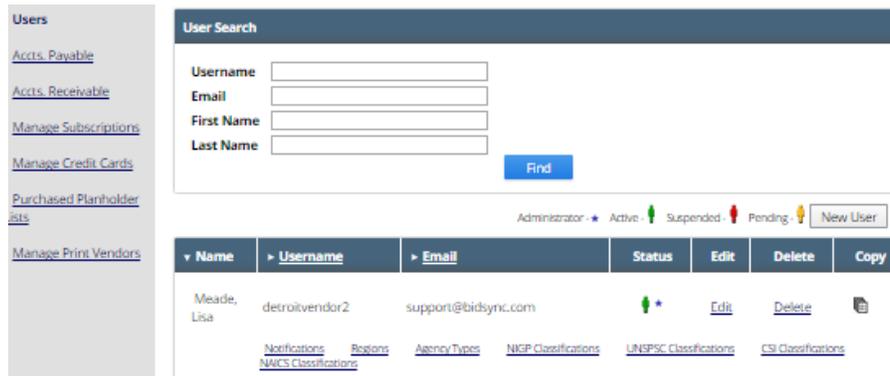
Zip Code:

Save

Username:

Password:

8. This page will list all users linked to the vendor’s business. As an admin, the vendor can search, add, edit or delete users from this list. This ends the “Admin” overview. The next topic is “Bid Searches.” Click the “Home” tab. The vendor homepage will appear.



User Search

Username:

Email:

First Name:

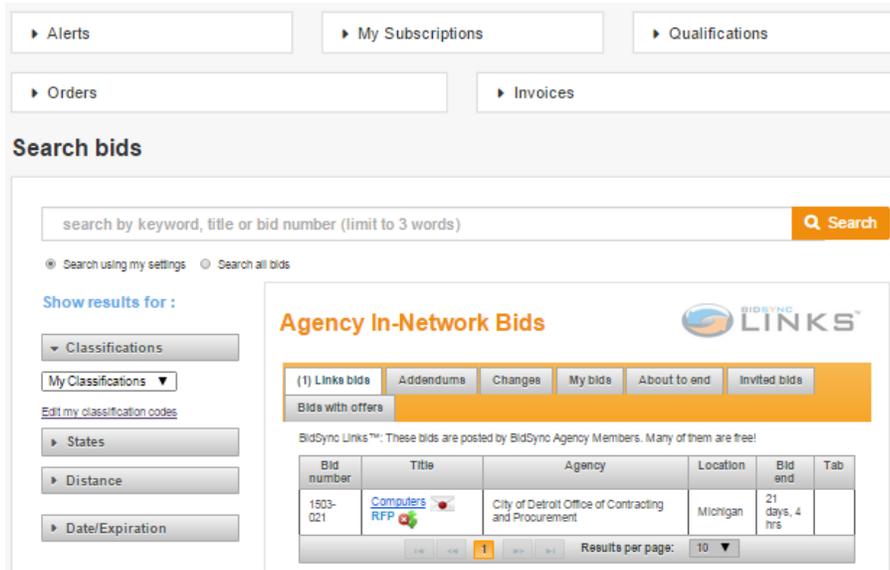
Last Name:

Administrator Active Suspended Pending

Name	Username	Email	Status	Edit	Delete	Copy
Meade, Lisa	detroitvendor2	support@bidsync.com	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Copy"/>

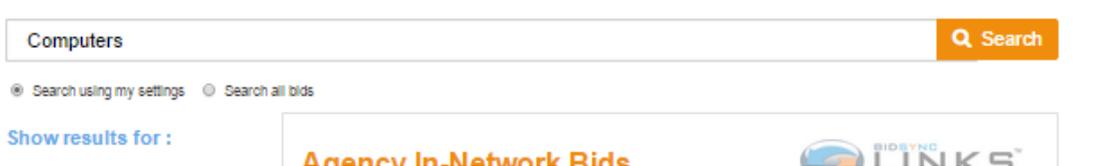
[Notifications](#) [Regions](#) [Agency Types](#) [NIGP Classifications](#) [UNSPSC Classifications](#) [CSI Classifications](#)

- Click on any of the arrows in the top section of this page to get a quick reference of Alerts or Qualifications. In the bid search section, bids can be searched for by keyword, number or filters (classifications, states, distance, or date).



The screenshot shows the BidSync search interface. At the top, there are navigation tabs for Alerts, My Subscriptions, Qualifications, Orders, and Invoices. Below these is the 'Search bids' section, which includes a search box with the placeholder text 'search by keyword, title or bid number (limit to 3 words)' and a 'Search' button. There are radio buttons for 'Search using my settings' (selected) and 'Search all bids'. Below the search box, there are filter options for 'Classifications', 'States', 'Distance', and 'Date/Expiration'. The search results are displayed in a box titled 'Agency In-Network Bids' with the BidSync LINKS logo. The results show a table with one bid: 'Computers RFP' with bid number 1503-021, located in Michigan, with a bid end date of 21 days, 4 hrs. The table has columns for Bid number, Title, Agency, Location, Bid end, and Tab. There are also navigation arrows and a 'Results per page: 10' dropdown at the bottom of the results table.

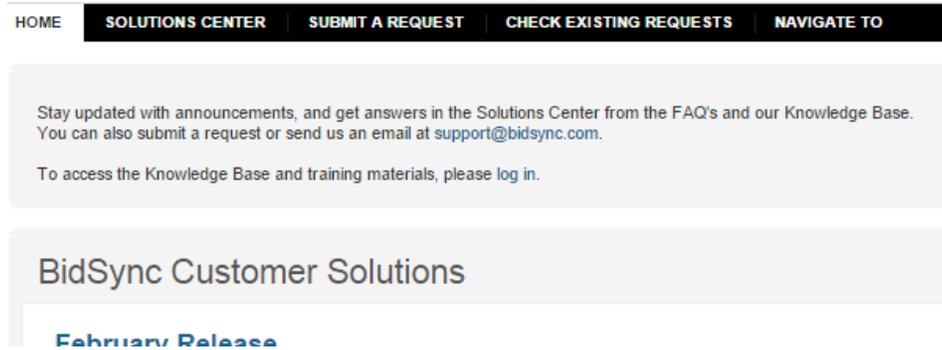
- BidSync automatically filters for “My Settings.” This can be manually changed if the vendor would like to expand the vendor’s search to “Search all Bids”. A bid number, or up to three keywords, can be entered in the search box to further narrow the search. Results will populate in “Agency In-Network Bids” box. Detroit does not currently use the “Premium Bids” function.



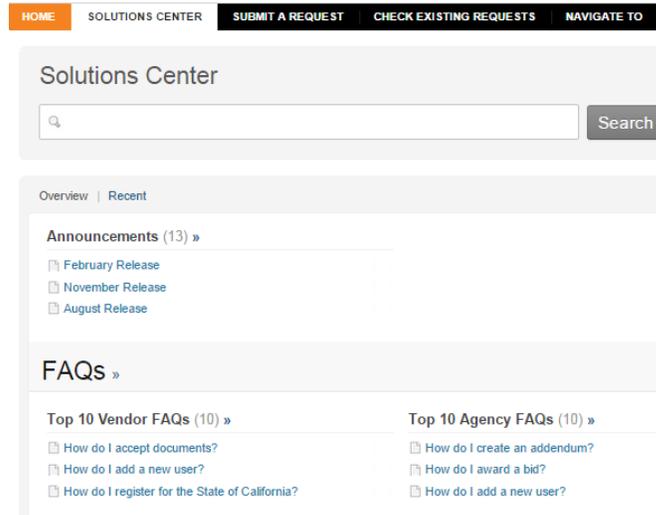
This screenshot shows a search for 'Computers'. The search box contains the text 'Computers' and a 'Search' button. Below the search box, there are radio buttons for 'Search using my settings' (selected) and 'Search all bids'. Below these is the 'Show results for:' section, which is partially visible, showing the 'Agency In-Network Bids' header and the BidSync LINKS logo.

- This ends the overview of the “Bid Search” function. The final vendor navigation topic is “Support” which can be accessed by clicking “Support” in the vendor’s toolbar. Support Center page will appear.

12. From this page, the vendor can “Submit a Request”, “Check Existing Requests”, or use “Navigate To” to go back to the vendor’s BidSync home page. The vendor can also contact BidSync directly by phone or email. Click “Solutions Center” to search frequently asked questions. Solutions Center page will appear.



13. Search through common FAQs, system updates, tutorials in the Knowledge Base, or enter keywords to search for a solution. When done, click “Navigate to” to return to the vendor’s homepage. This is the end of the “Support” topic overview and Vendor Navigation overview.



Placing an Offer

This section illustrates how a registered vendor will place an offer.

1. From the homepage, use filters on the bid search page to search bids fitting certain criteria. Click on the title of the bid the vendor would like to view. Bid Overview page will appear.



Show results for :

Classifications: NIGP

Administrative, Financial, ...
Agricultural Equipment and ...
Arts, Crafts, Entertainment...
Automotive Products, Vehicl...
Building Equipment, Supplie...
Clothing, Textiles, Laundry...

Select all | Clear all

Agency In-Network Bids

BIDSYNC LINKS™

(1) Links bids | Addendums | Changes | My bids | About to end | Invited bids

Bids with offers

BidSync Links™: These bids are posted by BidSync Agency Members. Many of them are free!

Bid number	Title	Agency	Location	Bid end	Tab
15JS082	Public Works Maintenance	City of Detroit Office of Contracting and Procurement	Michigan	31 days, 1 hr	

Results per page: 10

2. Bid Overview page displays information specific to this bid. Bid Packet can be downloaded, and requirements to be competitive for this bid. If the vendor decides to place an offer, the next step is to view and accept required affidavits. To proceed, click “View required qualifications.” Note that prior to submission, this is displayed in red. Pop up window will appear.

Bid #15JS082 - Public Works Maintenance

City of Detroit Office of Contracting and Procurement, MI

Time left: 31 days, 1 hr

Bid started: Mar 12, 2015 1:33:36 PM EDT

Bid ends: Apr 12, 2015 2:45:00 PM EDT



Notifications are OFF

With notifications turned off you will not be notified of the following information for this bid: Addendums, Q&A, and Pre-bid conferences

[Notify me about this bid](#)

[Add to My bids](#)

Vendors must possess the following qualifications before they can participate in this bid: **REQUIRED AFFIDAVITS** [View required qualifications](#)

Details | Documents | Line Items | Q&A | Vendor ads | Planholder's list

Bid #15JS082 - Public Works Maintenance

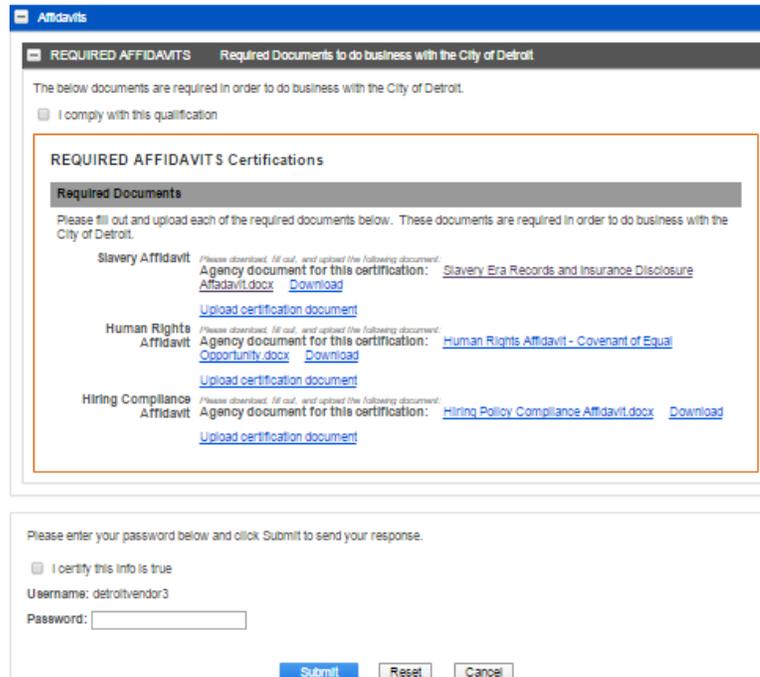
RFP

Time started: Mar 12, 2015 1:33:36 PM EDT
 Bid contact: [See contact information](#)
 Issuing agency: City of Detroit Office of Contracting and Procurement, MI [See other bids by this agency](#)
 Description: Test line item
 Classification codes: [View classification codes](#)
 Contract duration: 90 days
 Contract renewal: Not Applicable
 Prices good for: 30 days
 Regions: [View regions](#)

[Vendor viewed report](#)

Fill out the qualifications for this agency. [Click here](#)

- Click on each plus sign (+) to display Required Affidavits details. Download each of the affidavits to fill out. Once filled out, click upload to submit each affidavit. Check the compliance statement. Check the certification of correct information box. Type in the vendor's password and click Submit. The vendor will be returned to the bid overview page.



Affidavits

REQUIRED AFFIDAVITS Required Documents to do business with the City of Detroit

The below documents are required in order to do business with the City of Detroit.

I comply with this qualification

REQUIRED AFFIDAVITS Certifications

Required Documents

Please fill out and upload each of the required documents below. These documents are required in order to do business with the City of Detroit.

Slavery Affidavit Please download, fill out, and upload the following document:
Agency document for this certification: [Slavery Era Records and Insurance Disclosure Affidavit.docx](#) [Download](#)
[Upload certification document](#)

Human Rights Affidavit Please download, fill out, and upload the following document:
Agency document for this certification: [Human Rights Affidavit - Covenant of Equal Opportunity.docx](#) [Download](#)
[Upload certification document](#)

Hiring Compliance Affidavit Please download, fill out, and upload the following document:
Agency document for this certification: [Hiring Policy Compliance Affidavit.docx](#) [Download](#)
[Upload certification document](#)

Please enter your password below and click Submit to send your response.

I certify this info is true

Username: detroitvendor3

Password:

[Submit](#) [Reset](#) [Cancel](#)

- Click on "Documents" tab. Required documents will be displayed with a [pending acceptance] status. To accept each document, click on the **document title** to view the interactive web form. Fill out the appropriate fields, enter the vendor's password, and click the appropriate button – for most vendors this is "Save." If the vendor believes this document does not apply to the vendor, click "Take Exception." The page will refresh showing an [accepted] status for that document.

Vendors must possess the following qualifications before they can participate in this bid: REQUIRED AFFIDAVITS [View required qualifications](#)

Details **Documents** [Line items](#) [Q&A](#) [Vendor ads](#) [Planholder's list](#)

Bid #15JS082 - Public Works Maintenance RFP

You must view/accept all documents before you can place an offer on this bid.

To accept or view a pending document, click on the name of the document, NOT on [download]. Click on download only if you want to save the document to your computer and/or print it out.

When working with a document from this section, be sure to save your work at least every 30 minutes to avoid losing any data that you have entered.

Select the documents you want to view:

[Corporate Acknowledgement](#) [\[download\]](#) Pending acceptance

[DOT Special Conditions - FORM C.1 Buy America \(steel Iron manufactured products\)](#) [\[download\]](#) Pending acceptance

[Select all](#) [Deselect all](#)

[Generate zip file](#) [Send to Print Vendor](#)

To generate a zip file, select the document(s) you want from the list above and click "Generate zip file" To send documents to a Print Vendor, select the document(s) you want from the list above and click "Send to Print Vendor"

Fill out the qualifications for this agency. [Click here](#)

[Place offer](#) [Place "No bid"](#)

- Once all documents have been accepted, click Place Offer. Place Offer page will appear.

Vendors must possess the following qualifications before they can participate in this bid: [REQUIRED AFFIDAVITS](#) [View required qualifications](#)

Details | Documents | Line Items | Q&A | Vendor ads | Planholder's list

Bid #15JS082 - Public Works Maintenance RFP

You must view/accept all documents before you can place an offer on this bid.

To accept or view a pending document, click on the name of the document, NOT on [download]. Click on download only if you want to save the document to your computer and/or print it out.

When working with a document from this section, be sure to save your work at least every 30 minutes to avoid losing any data that you have entered.

Select the documents you want to view:

Corporate Acknowledgement [\[download\]](#) Accepted

DOT Special Conditions - FORM C1 Buy America (steel iron manufactured products) [\[download\]](#) Accepted

[Select all](#) | [Deselect all](#)

[Generate zip file](#)

To generate a zip file, select the document(s) you want from the list above and click "Generate zip file"

[Send to Print Vendor](#)

To send documents to a Print Vendor, select the document(s) you want from the list above and click "Send to Print Vendor"

Fill out the qualifications for this agency. [Click here](#)

Place offer
Place "No bid"

- Enter a quantity price or a total price. BidSync will calculate whichever price field the vendor does not fill based on the unit quantity requested by the City. (Ex. Vendor enters \$8,000 per unit and Detroit requests 10 units; total price will auto populate with \$80,000). The vendor can enter additional information in the comments section and the vendor can upload documents related to the vendor's offer by clicking Attach Document. These documents may include explanation of scope, fee schedule, references, etc. When ready, click "Submit." Confirmation page will appear. The vendor have successfully placed an offer.

Offer

15JS081-01-01 [Default Lot: Supplies](#)

Product Code (optional)

Notes for Buyer

Unit Price Qty/Unit 9 / each Total Price [Save](#)

Attachments [\[Upload Attachment\]](#)

[Alternate Offer](#) [Remove](#)

Grand Total Price: Grand Total Price: \$0.00

Bid Notes: These notes apply to the bid as a whole.

Submit
Cancel

Vendor Notifications

This section details the types of notifications that a vendor receives once they have placed an offer on a bid.

1. The vendor may receive notifications for several topics while the bid is still open. The vendor will receive an email notification when the vendor submits the vendor's offer. The vendor will also receive email notifications relating to any addendums, pre-bid conferences, and Q&As.

Vendor Services,

City of Detroit, MI has issued an addendum for Bid #RFP-00152 - Development at the Adrienne Arsht Metromover Station and Omni Bus Terminal. Please make sure you review all of the changes listed below. If any addenda are released after you have submitted an offer, you must reconfirm your offer in order to acknowledge the addenda.

ADDENDUM #2 - CHANGES MADE ON JAN 30, 2015 3:16:32 PM EST			
Previous Title	Joint Development at teh Omni Bus Terminal with Access to Adjacent Metromover St	New Title	Joint Development at the Omni Bus Terminal with Access to Adjacent Metromover St
Description/Bid Comments	(Information was added)		

Click on the link below or enter the link information into your web browser address bar to view the bid.
<http://www.bidsync.com/DPX?ac=view&auc=1968734>

If you have any questions on this bid please contact the soliciting agency. For questions on using the system to respond to the bid please contact customer support at:
800-990-9339
801-765-9245
vendorsupport@bidsync.com

BidSync
www.bidsync.com

2. After a bid closes, the vendor will receive an email notification that the bid has entered the evaluation process. Once the evaluation has been completed and an award decision has been made, the successful vendor will receive an award letter. Vendors who were not awarded will receive a notification that the award decision has been made.

Josh Hunsaker,

City of Detroit, MI has made the Bid Tabulation report available online for Bid #1409-001 - Construction of New Building

Please click on the link below to view the bid.
[Bid #1409-001 - Construction of New Building](#)

Do not forward this email without consent from the original sender.

If you have any questions about this bid, please contact the soliciting agency. For questions on using the system to respond to a bid, please contact customer support at:
800-990-9339
801-765-9245
vendorsupport@bidsync.com

To change your notification options, please do the following:

1. Login to BidSync's system.
2. Click on the "Tools" tab at the top.
3. On the "Your Info" page, click on the "Notifications" link at the bottom.
4. Edit your notifications and then click on the "Save" button.