

### Register for access to North Front Range Water Quality Planning Association, CO Business Opportunities

www.bidnetdirect.com/colorado/nfrwqpa





## **Vendor Benefits**

- In addition to having access to North Front Range Water Quality Planning Association's solicitations, by registering you will have the ability to:
  - Access over 350 participating local and state government agencies located throughout Colorado & Wyoming
  - Access over 1,000 local, state, and federal opportunities within Colorado & Wyoming (subscription fee required)
  - Respond electronically to bid opportunities issued by all participating agencies
  - Receive email alerts of new solicitations and amendments (small subscription fee required)
  - Market your company through the Advertising Profile option (small subscription fee required)

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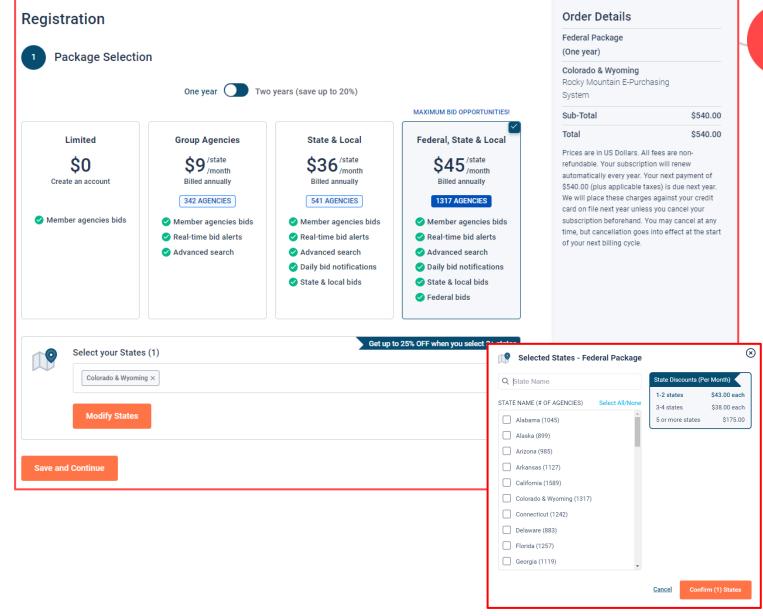




## **Package Selection**

- 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 Colorado & Wyoming (subscription fee required)
- Limited package provides access to all bid information; however, you are **not notified** when you match with new information as it is published. Vendors can still view, search, download and respond electronically to solicitations at **no cost**.
- You can also add more States you are interested in doing business by clicking "Modify States"
- Press Save and Continue





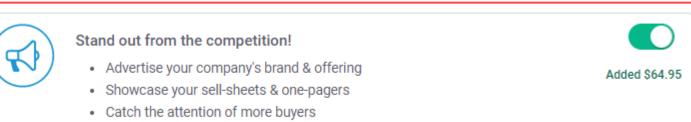
## **Personal Information**

- 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	
Connection Details Email Address	Username	
nap.fortich@exampleconstruction.com	nap.fortich6	
Password	Confirm Password	
		0
I agree to the <u>Terms &amp; 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 Enhanced Advertising Profile \$6	54.95
Example Construction Services	518 245 2368		
			)4.95
Connection Details		Prices are in US Dollars. All fees are non-	)4.95
Email Address	Username	refundable. Your subscription will renew automatically every year. Your next payment	of
nap.fortich@exampleconstruction.com	nap.fortich6	\$604.95 (plus applicable taxes) is due next y	
Password	Confirm Password	We will place these charges against your cre card on file next year unless you cancel your	
·		subscription beforehand. You may cancel at time, but cancellation goes into effect at the of your next billing cycle.	· ·
I agree to the <u>Terms &amp; Conditions</u> stated herein I am an authorized representative of the above-named	organization.	User Information	
Stand out from the competition!	C	Nap Fortich	
Advertise your company's brand & of     Showcase your sell-sheets & one-page		Example Construction Services	
Catch the attention of more buyers		nap.fortich@exampleconstruction.co m	o
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
Card Holder Name				
Card Number		Expiry Date	Security Code	
0000 0000 0000 0000		MM/YY	CVV	?
Address		Zip/Postal Code		
Country		State/Province		
United States	~	Choose a state/	province	~
Finalize the registration				

## **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

	Oumpic					
$\bigotimes$	bidne	NEED HELP: 800-835-4603 HOME t direct. ered by mdf commerce				
Thank you for subscribing. Welcome, Nap Fortich.		egistering on BidNet Direct.				
Your activation email is on its way to <b>nap.fortich@exampleconstruction.com</b> 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.	registration: BidNet Direct - Upon logging ir	Please note that you must activate your account using the link below to finalize your registration: BidNet Direct - Example Construction Services Account Activation Upon logging into BidNet Direct for the first time, we recommend that you verify and complete your organization and contact information under the "My Account" section.				
Subscription Details		istance, please call BidNet Direct's Support Department at 800-835-4603. ire Monday-Friday from 8:00 am to 8:00 pm EST.				
You purchased the Federal Package - Colorado & Wyoming and Enhanced Advertising Profile	Kind Regards,	unt Activation				
You will be charged \$604.95 (plus applicable taxes) yearly	suppo					
Primary Contact		Please enter the username and password you chose during your registration in order to activa your account. Username				
Nap Fortich		Password				
Example Construction Services		LOGIN				
nap.fortich@exampleconstruction.com		Need Help?				
518 245 2368		The BidNet Direct's Support Department is available Monday-Friday from 8:00 am to 8:00 pi EST.				
Payment Method						

#### Sample Email

## **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

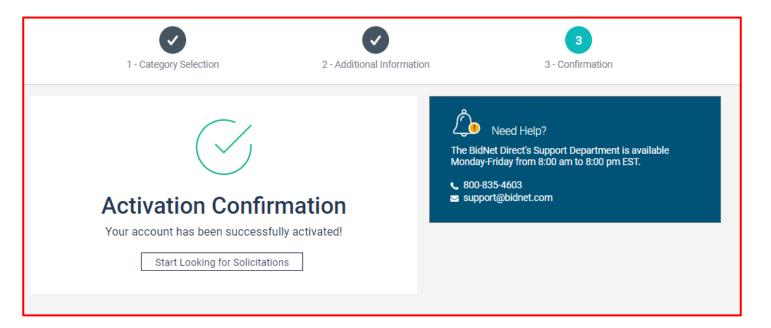
<ul> <li>NIGP Cate</li> </ul>	-		3 Selecto
Categories	selected (3)		
✓ 155	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED		ů ^
15500	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED		Û
✓ 918	CONSULTING SERVICES		Û
91800	CONSULTING SERVICES		Û
91819	Buildings, Structures and Components Consulting Buildings, Structures and Components Consulting		۵ ۲
Categories		Consult	Q 6
✓ 905	AIRCRAFT AND AIRPORT OPERATIONS SERVICES		-
90528	Aviation Analytical Studies Including Surveys (See 918-12 for Consulting) Aviation Analytical Studies Including Surveys (See 918-12 for Consulting)		
✓ 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

1 - Category Selection	2 - Additional Information	3 - Confirmation	
Business Structure*  Public Corporation Private Corporation LLC or LLP Individual/Independent Contractor/Sole Proprietor Joint Venture Non-Profit Organization Government Agency Organization exempt under Sec 501 (a) Other	-	tilized Business (located in a HUB Zone) tilized Business (not located in a HUB Zone) college or University	
Dwner Ethnicity Caucasian Hispanic Asian/Asian Pacific Sub-Continent Asian (Asian Indian) African American/Black Native American			
Other Number of Employees* 11 to 50 W-9 Supload W-9 form	Is your company SBE certified by the City of • Yes No Do you have any other M/WDBE Certification • Yes No		
	Other certification names:* Please separate answers by commas.		

## **Registration Complete!**



- Login and start looking for open solicitations from North Front Range Water Quality Planning Association
- 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