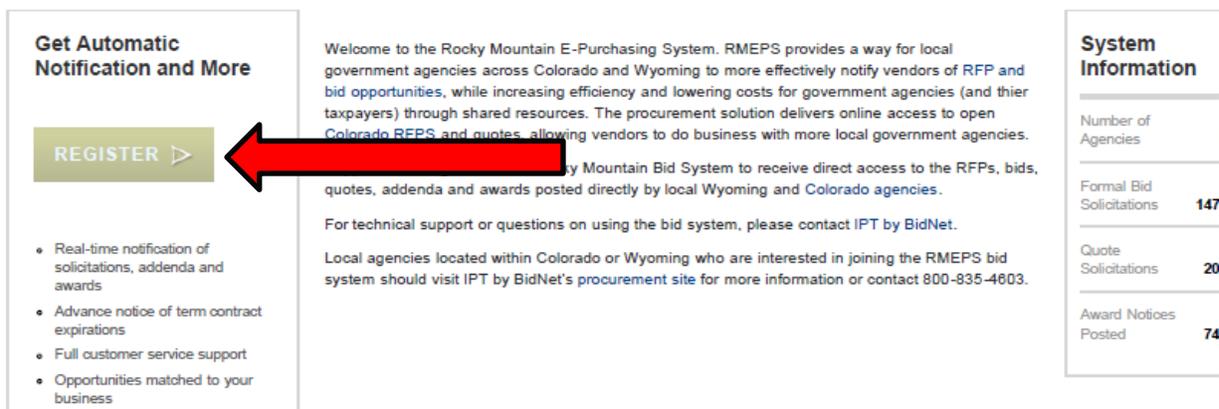


Vendor Registration Guide

(Note: "Search Only Registration" (Free) may take up to 24 hours to process and activate your account. Please plan accordingly.)

- To access solicitation documents or submit responses through **Rocky Mountain E-Purchasing**, please visit: <http://www.rockymountainbidsystem.com/>
- Once you are viewing the webpage, click on the "Register" tab.



Get Automatic Notification and More

REGISTER >

- Real-time notification of solicitations, addenda and awards
- Advance notice of term contract expirations
- Full customer service support
- Opportunities matched to your business

Welcome to the Rocky Mountain E-Purchasing System. RMEPS provides a way for local government agencies across Colorado and Wyoming to more effectively notify vendors of RFP and bid opportunities, while increasing efficiency and lowering costs for government agencies (and their taxpayers) through shared resources. The procurement solution delivers online access to open Colorado RFPs and quotes, allowing vendors to do business with more local government agencies.

By Mountain Bid System to receive direct access to the RFPs, bids, quotes, addenda and awards posted directly by local Wyoming and Colorado agencies.

For technical support or questions on using the bid system, please contact IPT by BidNet.

Local agencies located within Colorado or Wyoming who are interested in joining the RMEPS bid system should visit IPT by BidNet's procurement site for more information or contact 800-835-4803.

System Information

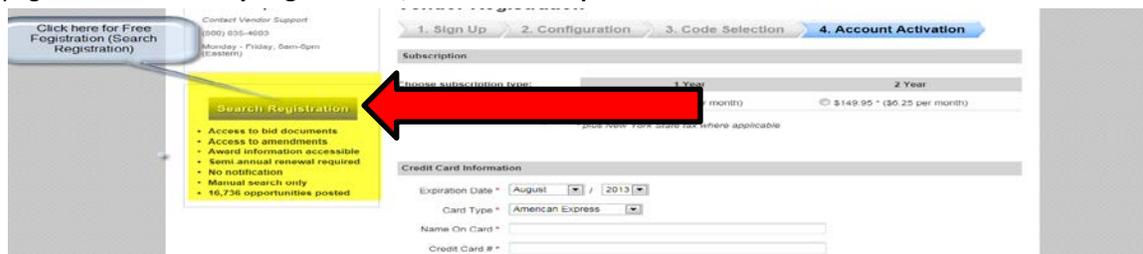
Number of Agencies

Formal Bid Solicitations **147**

Quote Solicitations **20**

Award Notices Posted **74**

- Step 1. Sign Up:** Fill out all required information and click "Continue Registration".
- Step 2. Configuration:** Fill out all required information (check all that apply) and click "Continue Registration".
- Step 3. Code Selection:** This page is where you will select codes for every product or service that your business provides. You may search by code number or description. (Hint: Keep descriptive searches short, such as one word or partial word searches.) Select all codes that apply to your business. Once all codes selections have been made, you may click "Continue Registration". (Note: You will also be able to refine your code selection once registered.)
- Step 4. Account Activation:** Once Step 4 is reached, you must decide if you want to sign up for "Standard Registration" (Paying) or "Search Only Registration" (Free). The "Standard Registration" includes automatic matching bid opportunities, automatic addendum notification, and live help/technical support. ***(Note: "Search Only Registration" (Free) may take up to 24 hours to process and activate your account. Please plan accordingly.)*** To select "Standard Registration", fill out all required information and select "Continue Registration". To select "Search Only Registration", click on the "Search Registration" tab on the left of the page. For "Search Only Registration", continue to Step 5 below.



Click here for Free Registration (Search Registration)

Contact Vendor Support
800-835-4803
Monday - Friday, 9am-5pm (Eastern)

Search Registration

- Access to bid documents
- Access to amendments
- Award information accessible
- Semi-annual renewal required
- No notification
- Manual search only
- 16,736 opportunities posted

1. Sign Up 2. Configuration 3. Code Selection **4. Account Activation**

Subscription

Choose subscription term: 1 Year 2 Year

(\$149.95 * (\$0.25 per month))

Credit Card Information

Expiration Date: [August] / [2013]

Card Type: [American Express]

Name On Card: _____

Credit Card #: _____

- **Step 5:** On the next page, click on “Register” under the “Search Registration” column.

FEATURES	Search Registration	Standard Registration
<input checked="" type="checkbox"/> Search for Opportunities by Agency	✓	✓
<input checked="" type="checkbox"/> Access to Documents	✓	✓
<input checked="" type="checkbox"/> Real-Time Notification	✗	✓
<input checked="" type="checkbox"/> Advance Notice of Term Contract Expirations	✗	✓
<input checked="" type="checkbox"/> Centralized Multi-Agency Bid Listings	✗	✓
<input checked="" type="checkbox"/> Opportunities Targeted to Your Business	✗	✓
<input checked="" type="checkbox"/> Live Customer Support	✗	✓
<input checked="" type="checkbox"/> Express Account Activation	✗	✓
<input checked="" type="checkbox"/> Automated Bid Deadline Reminders	✗	✓

- **Step 6:** On the next page click on “Search Only Registration”.

Please Note

Account verification will take up to 24 hours to process and activate your account. To receive express verification with immediate activation, please select the standard registration.

- **Step 7:** On the next page, read the terms, check the required boxes, and click on “Search Only Registration” again.

- No notification of matching bid opportunities
 - No term contract advance opportunities
 - No live help/technical support

I am aware of the limitations and assume full responsibility for any bids or addendums missed by choosing search-only access.

I agree to the terms and conditions stated herein, I am an authorized representative of the above-named company.

- **Registration Complete.**
- **Questions:** For questions regarding vendor registration or Rocky Mountain E-Purchasing services, contact the Vendor Support Department with Rocky Mountain E-Purchasing at Ph-(800)835-4603 or Email- [e-procurementssupport@bidnet.com](mailto:procurementssupport@bidnet.com).
- **Solicitation Questions:** For questions regarding the solicitation process, contact the City of Grand Junction Purchasing Division (970)244-1533.