

Vendor Registration in BidSync

To register as a vendor in the BidSync system, you must complete the registration form. Once your application has been submitted, the activation process may take up to 24 hours.

1. Navigate to the [BidSync Supplier Registration](#) Portal to Government Bidding. (<--Click blue link)
2. Account Information: under “Don’t have an account?”



Contact Us: 1-800-990-9339

Account information

Have an account already?

Login

E-mail / Username

[Forgot username?](#)

Password

[Forgot password?](#)

Login

Don't have an account?

Create an account, it's quick and simple

E-mail

sam@bob.com

Password

••••••••

must have at least 8 characters with at least one letter and one number

Confirm Password

••••••••

Create Account

- Fill out E-mail (primary contact-additional contacts can be added under this account later)
- Enter Password
- Confirm Password
- Click “Create Account” button

3. Tell us about you

Tell us about you

First name <input type="text" value="Sam"/>	Last name <input type="text" value="Samson"/>	Company name <input type="text" value="Samsony"/>
Phone number <input type="text" value="(480) 555-5555"/>	Ext (optional) <input type="text" value="55555"/>	Zipcode <input type="text" value="85055"/>
Job title <input type="text" value="Select"/>	How did you hear about us? <input type="text" value="Choose One"/>	

[← back](#) **Next →**

- Job title**
- Select
 - Sales
 - Marketing
 - CEO/President
 - Owner
 - Administrative Assistant
 - Financial Officer
 - Other

- How did you hear about us?**
- Choose One
 - Government Agency using BidSync to place bids
 - Friend/Colleague
 - Internet search
 - Received e-mail from BidSync
 - Tradeshows/Conference
 - Chamber of Commerce
 - Association/Trade, Non-Profit etc.
 - Used in a previous role
 - Social Media
 - Competitor
 - Other

- **Fill out personal information**
- **Choose a job title from the menu**
- **Select how you heard about BidSync**
- **Click the “Next ->” button**

4. Tell us about your business

Tell us about your business

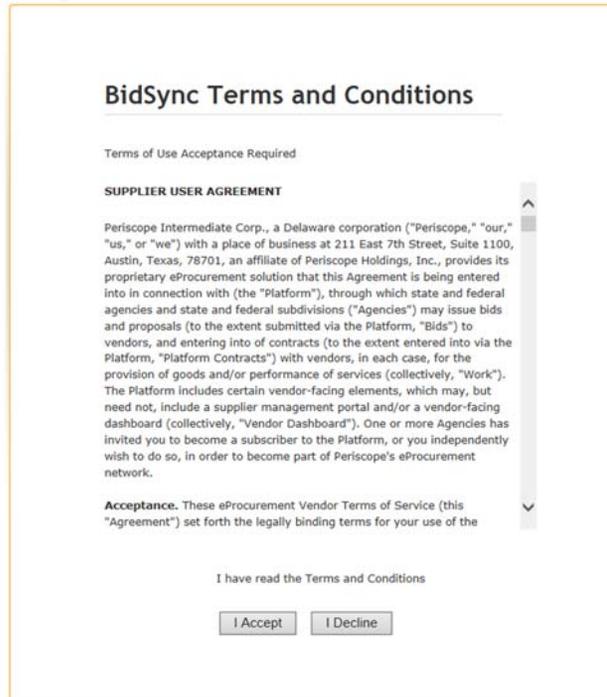
<p>What is your primary industry?</p> <input type="text" value="Please Select"/> <p>Where do you do business?</p> <input type="text" value="USA + Canada"/> <input type="text" value="USA"/> <input type="text" value="Specific States/Provinces"/>	<p>Adding Keywords:</p> <ul style="list-style-type: none">• Begin typing keywords related to your products/services below.• Suggested keywords will appear below where you are typing.• Click on the suggested keywords or press enter to complete each entry. <p>Select keywords that best match your products/services</p> <input type="text" value="* Engineering * Construction * Planning"/> <p>Keywords are used to auto assign NIGP codes to your profile. You will be able to edit your NIGP codes in your account.</p>	<p>Please Select</p> <ul style="list-style-type: none">Administrative, Financial, and Management ServicesAgricultural Equipment and Related Products and ServicesArts, Crafts, Entertainment, TheatreAutomotive Products, Vehicles, and ServicesBuilding Equipment, Supplies, and ServicesClothing, Textiles, Laundry Equipment, and SuppliesCommunication Equipment and ServicesComputers, Software, Supplies, and ServicesEnvironmentally Certified ProductsFood, Equipment, and Related ServicesFurnishings and Related ServicesFurniture and Related ServicesHardware, Related Equipment, and ServicesHighway Road Equipment, Materials, and Related EquipmentJanitorial and Cleaning Equipment, Supplies, and ServicesLaboratory Equipment, Supplies, and ServicesMaintenance and Repair of EquipmentMedical Equipment, Supplies, and ServicesMiscellaneous Commodities and ServicesOffice Supplies, Related Items, and ServicesPaper, Printing Equipment, and Related Products and ServicesPersonal Products, Equipment, and ServicesPublic Works, Park Equipment, and Construction ServicesRental and Leasing ServicesSafety and Protection Equipment and Related ServicesSchool and Library Equipment, Supplies, and ServicesSporting, Athletic, and other Outdoor Equipment and ServicesTesting and Sampling Equipment and ServicesThe Trades: Electrical, Engineering, HVAC, Plumbing, and Welding
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[← back](#) **Finish Registration →**

- **Primary Industry**

- **Where you do business**
- **Add 3 keywords by typing in what you do and selecting from the suggested terms. These will ultimately determine what kind of bids you are notified about.**
- **Click “Finish registration ->” button**

5. BidSync Terms and Conditions



The screenshot shows a web page titled "BidSync Terms and Conditions". Below the title, it says "Terms of Use Acceptance Required". The main heading is "SUPPLIER USER AGREEMENT". The text describes Periscope Intermediate Corp. as a Delaware corporation with a place of business at 211 East 7th Street, Suite 1100, Austin, Texas, 78701, an affiliate of Periscope Holdings, Inc. It states that the agreement is being entered into in connection with the "Platform", through which state and federal agencies and state and federal subdivisions ("Agencies") may issue bids and proposals (to the extent submitted via the Platform, "Bids") to vendors, and entering into of contracts (to the extent entered into via the Platform, "Platform Contracts") with vendors, in each case, for the provision of goods and/or performance of services (collectively, "Work"). The Platform includes certain vendor-facing elements, which may, but need not, include a supplier management portal and/or a vendor-facing dashboard (collectively, "Vendor Dashboard"). One or more Agencies has invited you to become a subscriber to the Platform, or you independently wish to do so, in order to become part of Periscope's eProcurement network.

Acceptance. These eProcurement Vendor Terms of Service (this "Agreement") set forth the legally binding terms for your use of the

I have read the Terms and Conditions

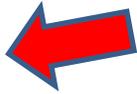
- **You may Accept or Decline the Terms and Conditions however, you will not be allowed to continue set up if you decline.**

6. You have an account!

— You should now be ready to:

- Edit or make changes to your profile (Click “My Account” in blue bar at top of page then look under “Company Profile”)
- Add users to your account (“My Account” then under “Admin”)
- Complete Training (“My Account” then under “Training”)

7. Setting Classifications



- From “My Account” click “Classifications” under “Company Profile”
- Ensure you have selected classifications and qualifications specific to your industry
- Maricopa County follows NIGP Classification codes however you may select classifications under any of the four sections
- In this section, you will also choose the agency type(s) you want to work with and edit keywords

8. Setting Qualifications

[Company profile](#)
[My user info](#)
[Admin](#)
[Manage catalogs](#)
[Tools](#)
[Messages](#)

Maricopa County qualifications [Expand](#)

Maricopa County Contract Services

APPRAISAL Appraisal Services
ARCHEOLOGY/CULTURAL RESOURCE MANAGEMENT ARCHEOLOGY (CULTURAL RESOURCES MANAGEMENT)
ARCHITECTURE Architecture
CE - GEN CIVIL ENGINEERING/GENERAL
CE/GGG CIVIL ENGINEERING/ GEOTECHNICAL/ GEOLOGICAL/ GEOLOGY
CIVIL ENG/TRAFF CIVIL ENGINEERING/TRAFFIC

All applicants must possess current Arizona license.

I comply with this qualification

CIVIL ENG/TRAFF Certifications

Maricopa County Civil Engineering/Traffic

*Response is required

Certification information entered by agency

*Contract Work Experience

CAPACITY ANALYSIS CONSTRUCTION TRAFFIC CONTROL
 COST BENEFIT STUDIES
 INTELLIGENT TRANSPORTATION SYSTEMS (STUDIES, DESIGN, OR IMPLEMENTATION)
 PEDESTRIAN AND SCHOOL SAFETY ROADWAY GEOMETRICS
 SIGNAL SYSTEM DESIGN SIGNING DESIGN STREET LIGHTING
 STRIPING DESIGN
 TRAFFIC COUNTS (PROGRAMS, FIELD DATA COLLECTION, OR ANALYSIS)
 TRAFFIC ENGINEERING RESEARCH
 TRAFFIC ENGINEERING POLICIES & PROCEDURES
 TRAFFIC ENGINEERING STANDARDS & SPECIFICATIONS
 TRAFFIC IMPACT STUDIES TRAFFIC MODELING TRAFFIC PLANNING
 TRAFFIC SAFETY

*Contract Assignment Experience

DESIGN FULL-SERVICE INVESTIGATION/PROGRAMMING

*Type of Contract Experience

ANNUAL/ON-CALL/TERM EMERGENCY PROJECT-SPECIFIC

General Info Business Owners Insurance Notifications Classifications **Qualifications**

Qualifications

Agency qualification lookup

* Denotes agency that requires registration

Agency:

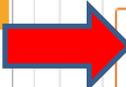
My agencies My qualifications

Agency	Status
No records found.	

Standard qualifications

Below are standard qualifications; select any that your company qualifies for.

DBE - Disadvantaged Business Enterprise
 MBE - Minority Business Enterprise
 SB - Small Business
 WBE - Women Business Enterprise



- Begin by selecting “Maricopa County” from the Agency list dropdown
- Expand the blue bar to see all disciplines
- Check box verifying you comply with the selected qualifications
- **IMPORTANT:** Download, complete, and return application or any attachment that is required.
The application will include directions and point of contact.
- Check box certifying your information is true
- Enter password to electronically sign (if other changes made)

9. Are you ready to bid?

BID OPPORTUNITIES



- Click on “Bid Opportunities”
- Review the opportunities listed under each of the Tabs or create a search based on other criteria you choose

10. Create a New Search

Search bids

Bids matching my settings **New search**

Filter by bid end date

Use pre-set date range
 Use custom date range

Select pre-set date range
All bids not ended

Your settings
Edit my settings

Selected classifications
Computers, Software, Supplies, and Services

Agency In-Network Bids

BidSync Links™

(27) 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	End date	Bid end	Tab
17MN16SS	Mitinet MARC Wizard Union Software	Canyons School District	Utah	Sep 15, 2016 4:00:00 PM MDT	1 hr, 15 mins	
LP17005	ARCHITECTURAL SERVICES FOR LAYTON HIGH TURF AND TRACK REPLACEMENT	Davis School District	Utah	Sep 15, 2016 3:00:00 PM MDT	15 mins	

- Click the “New search” tab
- Select criteria on the left hand side to filter results

11. Access to premium bids (Non-Maricopa County) under the BidSync Links PLUS bid Notifications

Premium Bids (Requires BidSync subscription)

Select Product Type ▾

BidSync Links PLUS™: These bids were found on the web by BidSync Researchers and proprietary bid search technology. A subscription fee is required.

Product type	Bid number	Title	Agency	Location	Bid end
Region H	Subscription Required	Architectural / Engineering Consulting Services	Subscription Required	Connecticut	1 day
Region C	Subscription Required	REIMBURSEMENT	Subscription Required	Louisiana	1 day
Region A	Subscription Required	Four As Needed Environmental Professional Services Contracts	Subscription Required	California	1 day
Region A	Subscription Required	Architectural Design Services	Subscription Required	California	1 day
Region G	Subscription Required	Architect and Engineering Services	Subscription Required	Virginia	1 day
Region A	Subscription Required	Four As Needed Environmental Professional Services Contracts	Subscription Required	California	1 day
Region F	Subscription Required	Accounting Services	Subscription Required	Georgia	1 day
Region E	Subscription Required	Architectural and Engineering Services	Subscription Required	Ohio	1 day
Federal	Subscription Required	Financial Investigator Support	Subscription Required	District Of Columbia	1 day

(1 of 40) Results per page: ▾

— Links PLUS requires a paid subscription and is NOT NECESSARY to participate in Maricopa County’s solicitations.

12. Finally, please allow one business day for BidSync 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.