

Register a New Periscope Basic Account & Self-Certify as a Maricopa County Small and Local Business

1. To register a New Periscope Basic Account, navigate to the Periscope home page by going to: <http://www.periscopeholdings.com/s2g>
2. At the top of the page, click on Try for free (also opens the option to [Get Periscope S2G](#) for a more enhanced experience) to get started:



3. The next page will ask to verify your email. Once you click VERIFY you will see: **Email SUCCESSFULLY verified.**

Get S2G Limited

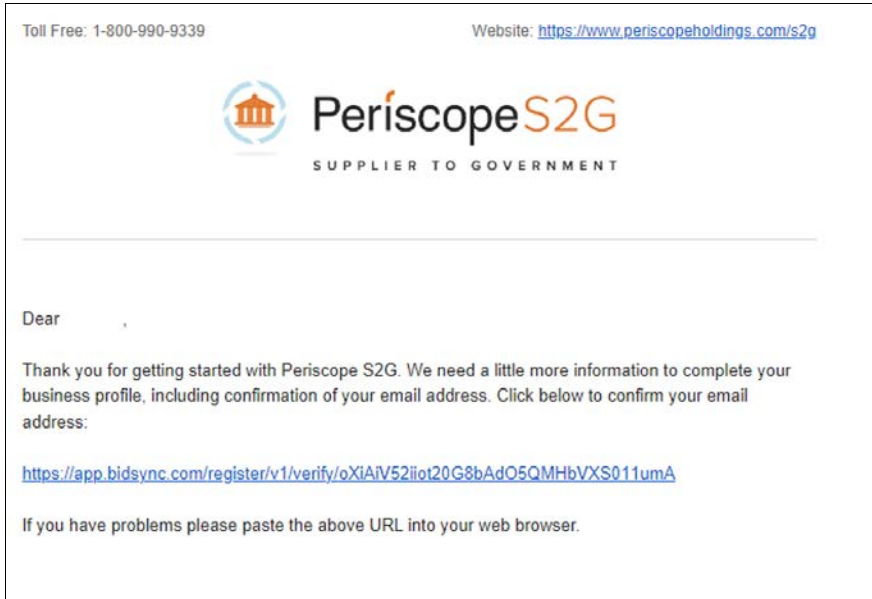
*We'll need to ensure your email isn't already in use

**Interested in
Our Premium
Plans?**

4. Enter your information and your company's information.

<input type="text" value="First Name*"/>	<input type="text" value="Last Name*"/>
<input type="text" value="Phone Number *"/>	<input type="text" value="Extention"/>
<input type="text" value="Address*"/>	
<input type="text" value="City*"/>	
<input type="text" value="State*"/> <input type="button" value="v"/>	<input type="text" value="Zipcode *"/>

5. Once you register an account, an email is sent to your email address with a link to use to verify and set up your Periscope account.



6. Once you click on the link, the first step is to set up your password.

The image shows a "Set Your Password" form. The title "Set Your Password" is at the top in a large font, with the instruction "Please select a secure password." below it. The form has a blue header bar with the text "Set Password". There are two input fields: "New Password *" and "Confirm Password *", each with a small eye icon to its right. At the bottom right of the form is a "NEXT" button.

New Password *

...checking password

Password must have

- between 8 and 128 characters
- 3 of the following criteria:
 - At least 1 uppercase
 - At least 1 lowercase
 - At least 1 digit
 - At least 1 special character

Confirm Password *

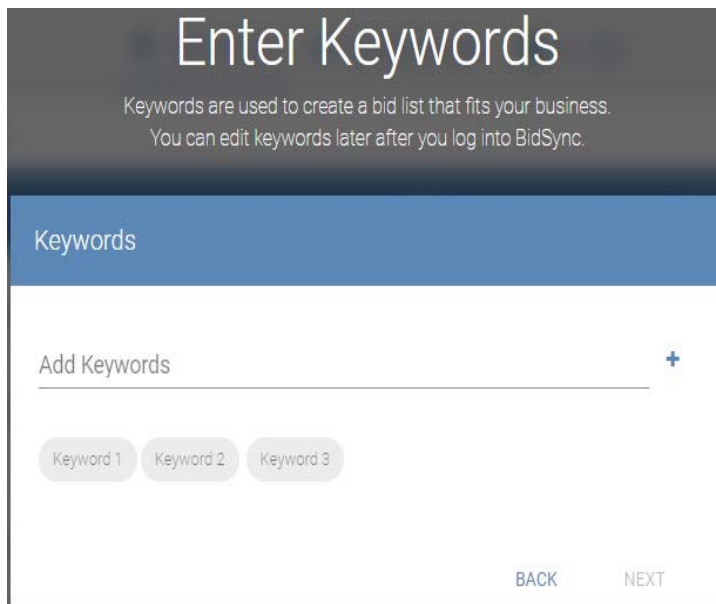
7. Next you enter your company's information one more time

The screenshot shows a dark grey header with the text "Get Invited to Bids" in white. Below the header, it says "Join or create a company profile to receive bid invitations from agencies." A blue button labeled "Join or Create a Company" is centered. Below the button is a red asterisk and the text "Company Name *". A red horizontal line is positioned below the text. Underneath the line, it says "Type company name or select company from list". A blue "NEXT" button is located at the bottom right. At the bottom of the form, there is contact information: "(800) 990-9339" and "s2g-support@periscopeholdings.com".

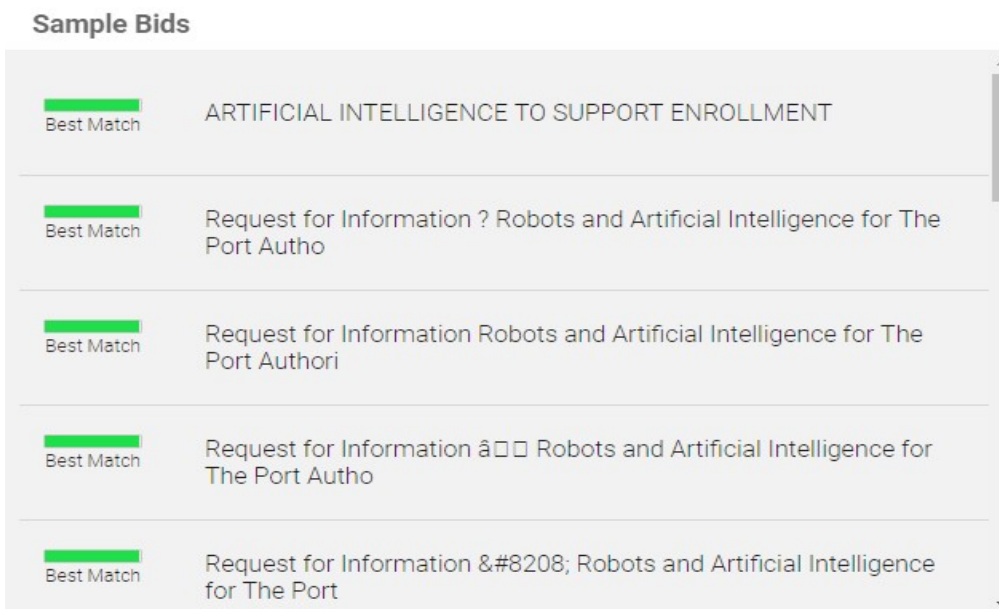
8. Fill out your company's information and select the area your company services, once you have filled out all the required information you will receive a confirmation your company has been added.

The screenshot shows a dark grey header with the text "Create New Company" in white. Below the header, it says "This information helps agencies find you and invite you to participate in bids!". A blue button labeled "Company Information" is centered. Below the button, the text "COMPANY ADDED!" is displayed in large, bold, black letters. Underneath, it says "You can edit the company profile under your user Settings after logging into your new Periscope S2G account." At the bottom right, there are two blue buttons: "BACK" and "NEXT".

- Whether joining or starting a company, next it's time to start teaching the tool which bids you want by adding in keywords about your company or business to improve the relevancy of what you see



- Once three keywords have been entered, scroll down to look at some samples of available bids and either add more keywords or enter negative keywords to eliminate some of the options.



BACK NEXT

11. Scrolling down the sample list of bids, those which the tool determines is a best match for the relevancy of your keywords will be at the top of the list. Any items that could possibly match, but may not be exact or only loosely related, are lower down the list

Sample Bids

Best Match	Request for Information Robots and Artificial Intelligence for the Port Authori
Excellent Match	ARTIFICIAL INTELLIGENCE COMPUTER (UW-MAD) [18-0066]
Excellent Match	ARTIFICIAL INTELLIGENCE COMPUTER (UW-MAD) [18-0066]
Possible Match	Request for Proposal for Advanced Data Analytics Solution for Pipeline Likeliho
Not Likely a Match	Bid# 29-19 Robotics - Robots, Field Elements, & Misc. - Pasko 7f0cc676-d6c8-435

12. While only 3 keywords are required to move into the next segment, add as many as pertinent to help the tool learn which types of bids to send you. From here, while the curated bid list is available, take the time to Increase Bid Relevancy. If there are currently no relevant bids active, enter the site to continue setting up your business profile with commodity codes or look at the available bids in the system

Your Bids are Ready

Options

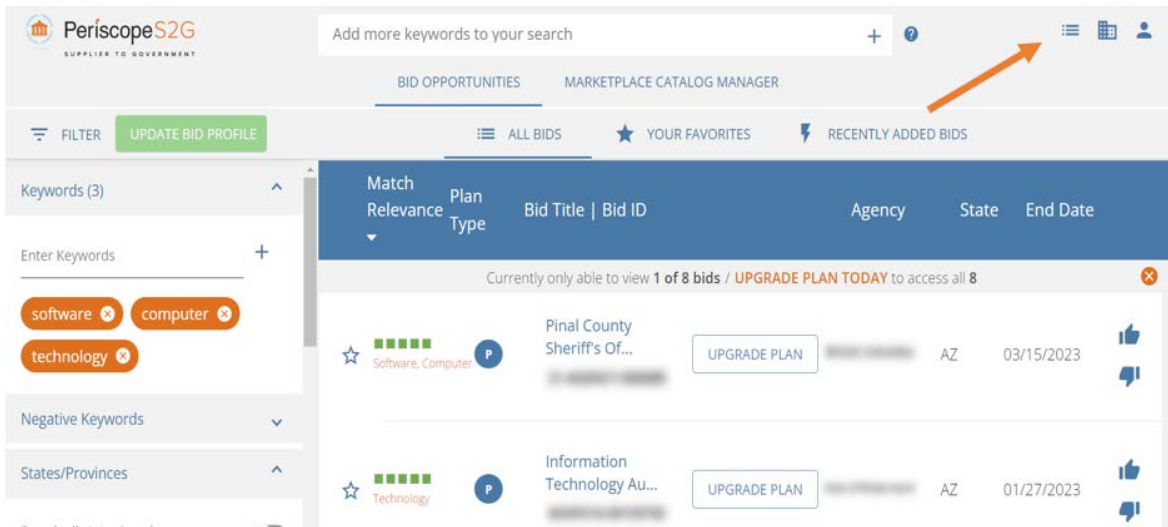
A list of bids tailored to you is available!

[TAKE ME TO THE CURATED BID LIST](#)

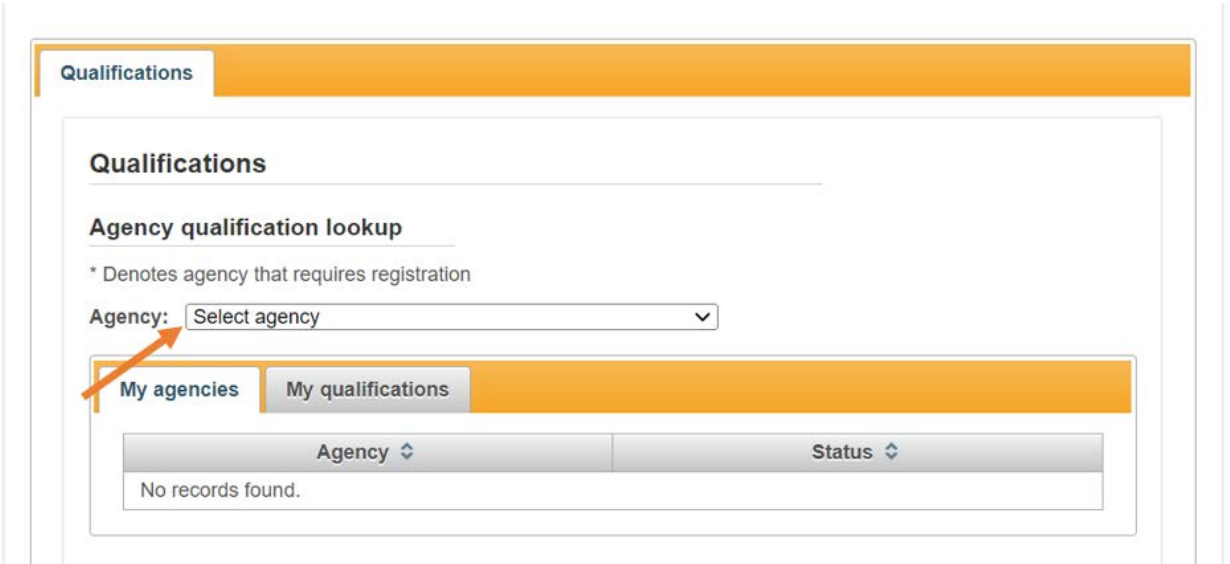
You can use the additional edit options now or later in the settings.

[INCREASE BID RELEVANCY](#) [EDIT COMMODITY CODES](#)

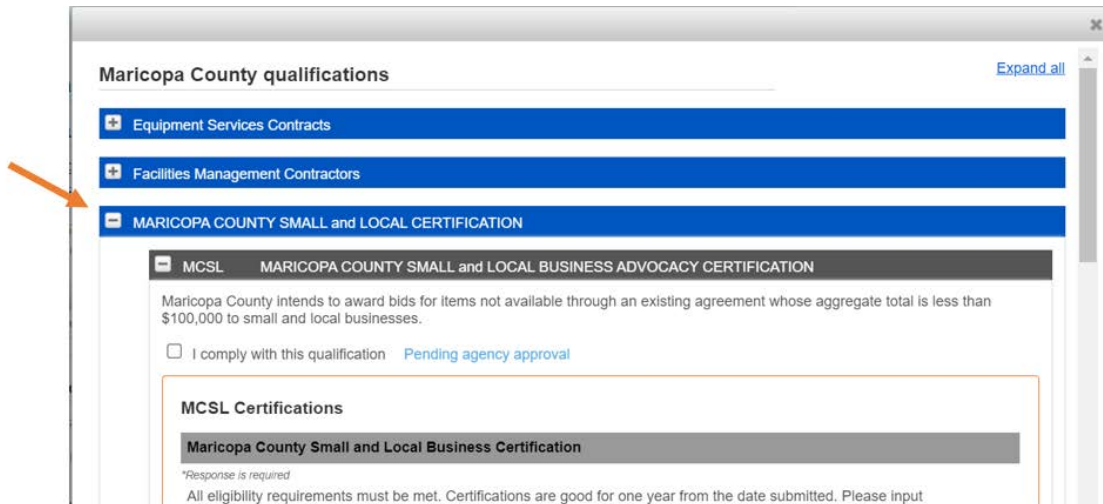
13. To Self-Certify as a Maricopa County Small and Local Business, please login to Periscope S2G and access Company Settings from the square at the top right of the page. From the drop-down menu, select the Agency Interaction tab.



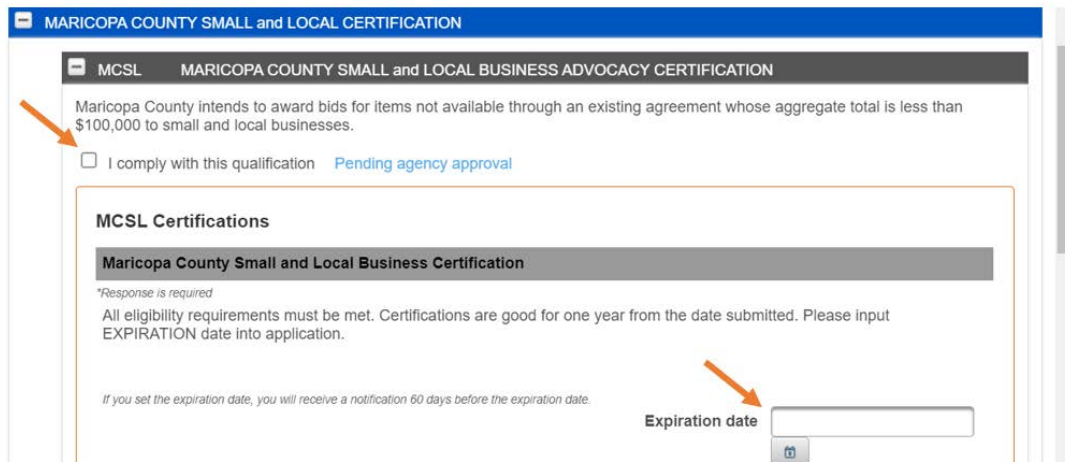
14. This will take you to the Manage Qualifications page. Under the Qualifications tab, click on the drop down next to Agency. You will see Arizona, and under Arizona select Maricopa County.



15. Several dropdowns will appear, only expand Maricopa County Small and Local Business Advocacy Certification



16. Read the first statement that has to do with the maximum aggregated total, if you comply with that qualification check the checkbox. Next enter the expiration date, which will be one year from today's date on the calendar provided.



17. Expand the blue tab titled Maricopa County Small and Local certification. Checkmark the checkbox if you comply with the qualifications

MARICOPA COUNTY SMALL and LOCAL CERTIFICATION

MCSL MARICOPA COUNTY SMALL and LOCAL BUSINESS ADVOCACY CERTIFICATION

Maricopa County intends to award bids for items not available through an existing agreement whose aggregate total is less than \$100,000 to small and local businesses.

I comply with this qualification [Pending agency approval](#)

MCSL Certifications

Maricopa County Small and Local Business Certification

**Response is required*

All eligibility requirements must be met. Certifications are good for one year from the date submitted. Please input EXPIRATION date into application.

If you set the expiration date, you will receive a notification 60 days before the expiration date.

Expiration date

18. Scroll down and you will see the several Yes and No questions. To qualify, you must answer YES for each of the requirements. If you answer yes to all requirements, scroll down, and check the box that you certify the information is true. **Then enter your password and click submit.**

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Expiration date

*Is your business Independently owned and operated, not dominant in it's field, in operation for more than one year? Yes No

*Does your business have locations only in Maricopa County; or location in and outside of the County, but the County-based location(s) accounts for over 50% of the business's total number of employees, or over 50% of the business's gross sales? Yes No

*Does your business have fewer than 100 employees and no more than \$4M in annual gross receipts in its last fiscal year? Yes No

*Is your business in good standing with AZDOR and all other AZ regulatory agencies, and current on all County taxes? Yes No

19. If you submit a bid and are awarded, a county representative will require you to fill out and sign the MCSL attestation form. This form also includes a list of required documents needed to complete your certification.

Maricopa County Small & Local Business Program Attestation Form

The Maricopa County Small & Local Business Advocacy Program (MCSLBAP) provides opportunities for businesses to be awarded bids issued through the county's e-procurement platform, Periscope S2G, that are not greater than \$100,000 and not covered under an existing agreement. This form should be used by for-profit businesses that have indicated that they are eligible to participate in the program, following an initial self-certification through Periscope S2G. Prior to being awarded a bid under the MCSLBAP, vendor eligibility must be validated, and the profile modified in the County Vendor Self Service application. Vendor's will be required to modify their existing VSS profile in order to select the MCSLBAP business type and upload required supporting documentation. For procurements not exceeding an aggregate amount of \$100,000, departments shall issue quotes through the county's [e-procurement platform](#) and shall award whenever practicable to vendors who have self-certified as a Maricopa County Small/Local Business in the e-procurement application.

Instructions: Complete this form and attach this and all other supporting documentation within the VSS application as one single PDF File. Direct questions to mcslbap@maricopa.gov. Documents may be used in support of more than one criteria. For example, a tax return may demonstrate current on taxes and gross revenue.

Applicant Information

Vendor's Advantage ID	
Business Name	
(DBA)	
Last 4 of FEIN or SSN	
Business Address:	
City, State, Zip	
Contact First Name, Last Name	
Contact Title	
Telephone Number	
Email Address	
Business Structure (Check One)	<input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Corporation (LLC) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Liability Partnership (LLP) <input type="checkbox"/> Partnership <input type="checkbox"/> Other – Please specify: _____
Print Name and Signature	I affirm I am a lawful business representative of the applicant and I attest that applicant business meets the eligibility requirements as listed below. _____
Date	_____

Feel free to use the QR code below for more information and resources. You may also contact our Small Business Advocate, contact information is below.



Crystal Medina - Small Business Advocate
 Maricopa County Office of Procurement Services
 602-506-2249
mcslbap@maricopa.gov

